

McKenzie Elementary PTA

Whistleblower Policy

General

The McKenzie Elementary PTA requires officers and board members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the McKenzie Elementary PTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers and board members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer or board member who in good faith reports an ethics violation shall suffer harassment, retaliation or other adverse consequence. This Whistleblower Policy is intended to encourage and enable board members and others to raise serious concerns within the McKenzie Elementary PTA prior to seeking resolution outside the McKenzie Elementary PTA.

Reporting Violations

The McKenzie Elementary PTA has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the president is in the best position to address an area of concern. However, if you are not comfortable speaking with the president or you are not satisfied with the president's response, you are encouraged to speak with another officer or board member or the Illinois PTA. Officers and board members are required to investigate suspected violations in a fair and confidential manner. For suspected fraud, or when you are not satisfied or uncomfortable with following the McKenzie Elementary PTA's open door policy, individuals should contact the Illinois PTA's State Office directly.

Board Responsibilities

The McKenzie Elementary PTA's executive board is responsible for investigating and resolving all reported complaints and allegations concerning violations with help from the Illinois PTA if needed.

Accounting and Auditing Matters

The audit committee of the McKenzie Elementary PTA shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Board shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

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Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Board will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy Approved by the McKenzie PTA's Executive Board on February 7, 2013.