

## **Whistleblower Policy of Upper Arlington Parent Teacher Organization**

### **General**

The Upper Arlington Parent Teacher Organization (PTO) is required to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members of the PTO, 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 members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No member who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse consequence. Any member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of PTO position and/or membership. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the PTO prior to seeking resolution outside of the PTO.

### **Reporting Violations**

The PTO 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 response, you are encouraged to speak with anyone on the Board whom you are comfortable in approaching.

### **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.

### **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 President 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.