

Poway Federation of Teachers

Whistleblower and Non-Retaliation Policy

I. General

The Poway Federation of Teachers' (PFT) Code of Ethics requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees, officers, and representatives of the PFT, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Whistleblowing can be defined in a number of ways. In its simplest form, whistleblowing involves the act of reporting wrongdoing within an organization to internal or external parties. Internal whistleblowing entails reporting the information to a source within the organization. External whistleblowing occurs when the whistleblower takes the information outside the organization, such as to the media or regulators.

II. Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the Code of Ethics, PFT policies, or laws in accordance with this policy.

III. No Retaliation

No director, officer, employee, volunteer, or contractor who in good faith reports a violation of the PFT Constitution, PFT policies, or law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the PFT prior to seeking resolution outside of the PFT.

IV. Reporting Violations

Directors, officers, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees and volunteers should report to the PFT President. However, if an employee or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Board, or finally to any member of the Representative Council.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. 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 of the PFT constitution, By-Laws, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, the PFT will use its best efforts to protect the confidentiality of the complainant for any good faith report. 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.

VII. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.

VIII. General Reporting Outside of the Whistleblower Policy

All employees are encouraged to report suspected violations of law or policy directly to PFT Executive Council, any full time released PFT staff, or the PFT Executive Director. If the employee feels unable to do so or if there is any reason why this may not be appropriate, the employee should raise the issue with the Executive Director, any member of the Executive Council, or finally with any member of the Representative Council.

Financial Misconduct

In the event of any claim made outside of the Whistleblower Policy concerning conflicts of interest, financial misconduct, inappropriate expenditure of funds, questionable internal controls and accounting practices, or auditing matters, a report can be made to the PFT auditor, the PFT Treasurer, the PFT Executive Director, or the PFT President.

Misuse of Assets

In the event of any claim made outside of the Whistleblower Policy concerning the misuse of supplies, equipment, cash, or other property or the unauthorized use of proprietary data and information, unauthorized use of PFT intangible property, such as any PFT negotiations documents, or the unauthorized release of personal data, a report can be made to any member of the negotiating IBPS Team, any member of the Executive Council or any full time released PFT staff.

Data Security

In the event of knowledge regarding the improper use of electronic resources including: computer hardware; computer network and servers; software; data, voice, cable or other related wired or wireless signals of information; the improper handling or use of electronic data, a report may be made to any member of the PFT Executive Council, any full time released PFT staff, or the PFT Executive Director. **This Policy Adopted by the PFT Executive Board on June 15, 2010**

The Board of Directors directs the PFT President or Chief Executive Officer to ensure that this Whistleblower and Non-Retaliation Policy is given to and acknowledged by all employees, volunteers, and Executive Board Members.

If any employee reasonably believes that some policy, practice, or activity of the Poway Federation of Teachers (PFT) is in violation of law, the PFT Constitution, or By-Laws, a written complaint may be filed by that employee with the Executive Director.

It is the intent of the PFT to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the PFT via the Executive Director or an Executive Board Member and provides those individual(s) with a reasonable opportunity to investigate and correct the alleged activity which gives rise to the complaint. The protection described below is only available to employees that comply with this requirement.

The Poway Federation of Teachers will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of any individual(s) within the PFT, or of another individual or entity with whom the PFT had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public or PFT policy.

The Poway Federation of Teachers will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of misconduct or violation of rule, PFT Constitution, or PFT policy or By-Law.

My signature below indicates my receipt and understanding of this policy summary as well as my receipt of the full Whistleblower and Non-Retaliation Policy of the Poway Federation of Teachers. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee, Executive Board Member, Representative Council Member, Volunteer

Print Name

Date

