

Blind Children's Learning Center
Whistleblower Policy

PURPOSE

Blind Children's Learning Center requires its directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees and volunteers to raise serious concerns without fear of retaliation.

REPORTING RESPONSIBILITY

It is the responsibility of all employees and volunteers of Blind Children's Learning Center to report any action or suspected action that is illegal, fraudulent or in violation of any adopted policy of Blind Children's Learning Center. Anyone reporting a violation must act in good faith, without malice, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. Any report, which the complainant has made maliciously or any report, which the complainant has good reason to believe is false, will be viewed as a serious disciplinary offense.

NO RETALIATION

No employee or volunteer who in good faith reports a violation or cooperates in the investigation of a violation shall suffer harassment, retaliation or adverse employment or volunteer consequences. Any employee of Blind Children's Learning Center who retaliates against another individual who in good faith has reported a violation or has cooperated in the investigation of a violation will be subject to discipline up to and including termination of employment.

REPORTING PROCESS

If an individual reasonably believes that a violation has occurred, the individual is encouraged to share his or her concerns or complaints with any person within Blind Children's Learning Center who may be able to address them properly. In most cases, the direct supervisor of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with his or her supervisor or if he or she is not satisfied with the supervisor's response, the individual is encouraged to speak directly to the Board Liaison.

CONFIDENTIALITY

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and to comply with all applicable laws.

HANDLING REPORTED VIOLATIONS

The supervisor who receives a report of a violation is required to notify the Board Liaison of that report. The Board Liaison will notify the person who submitted a complaint and acknowledge receipt of the reported or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. In the event the Board Liaison is suspected of having committed a violation, then the violation will be reported to the Executive Director.

Board Liaison: Peggy Blaising (714) 573-8888

ACCOUNTING AND AUDITING MATTERS

The Finance Committee is responsible for addressing all reported concerns or complaints of violations relating to accounting practices, internal controls or auditing. Therefore, the Board Liaison must immediately notify the Finance Committee of any such concern or complaint.

In addition, the Board Liaison will advise the Executive Director of any other reported violations, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation.

If the Whistleblower Policy changes at a future date, the revised policy will be posted on this website. Feel free to check back periodically. This policy was updated and approved by the Board of Directors on February 23, 2012.