

Huaxia Chinese School at Great Valley

Whistleblower Protection Policy

Huaxia Chinese School at Great Valley (HXGV) requires all members of the board, School Administrative Committee (SAC), and Parent Committee (PC), employees and volunteer workers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of HXGV, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that HXGV can address and correct inappropriate conduct and actions. It is the responsibility of all members of the board/SAC/PC, employees and volunteer workers to report concerns about violations of HXGV's policies and guidelines or suspected violations of HXGV By-laws or financial regulations that govern HXGV's operations.

No Retaliation

It is contrary to the values of HXGV for anyone to retaliate against any members of the board/SAC/PC, employees and volunteer workers who in good faith reports a suspected violation of by-laws, such as a complaint of discrimination, or suspected fraud, or suspected violation of any guidelines or financial regulation governing the operations of HXGV. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of his/her membership as a member of HXGV

Reporting Procedure

HXGV has an open door policy and suggests that all members share their questions, concerns, suggestions or complaints with Board, or SAC or PC. All members of the board/SAC/PC are required to report complaints or concerns about suspected violations in writing to the HXGV's principal and chairperson of board who have the responsibility to investigate all reported complaints. Any member with concerns or complaints may also submit their concerns in writing directly to the principal and the board chairperson.

Acting in Good Faith

Anyone filing a written 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 disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. 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 HXGV's principal and board chairperson will notify the person who has submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

In any event that there is a conflict in interpretation of this policy and HXGV bylaw, the HXGV bylaw shall prevail.

{Name}

{Title/Organization}

{Contact information}

Policy approved by the Board of Directors on {March 15th, 2014}