



Alpha Delta State Ohio Educational Foundation (ADSOEF)

WHISTLEBLOWER POLICY

GOVERNING POLICY

Effective Date: 2/19/2018

Review Date(s): 03/20/2023; 10/16/2023; 02/17/2025; 02/16/2026

Revision Date(s): 05/13/2021; 03/20/2023; 02/16/2026

Number of Pages: 2

I. PURPOSE

The purposes of this policy are:

- A. to demonstrate good governance and accountability practices;
- B. to learn of illegal or unethical practices directly from our members;
- C. to allow the Board of Directors (BOD) to respond with prompt corrective action; and
- D. to protect our members from any form of retaliation for reporting violations.

II. REPORTING RESPONSIBILITY

- A. All members of Ohio State Organization of The Delta Kappa Gamma Society International are members of ADSOEF.
- B. The support of all members is necessary for achieving compliance with state and federal laws and regulations, and with ADSOEF *Bylaws* and policies.

III. REPORTING AND INVESTIGATION

- A. If **any member** of ADSOEF has **credible information** regarding illegal practices, theft/fraud/deception and other breaches, or violations of adopted policies and practices of ADSOEF, a **written complaint** must be filed by that member with the Chairman or the Secretary of the BOD of ADSOEF.

- B. The BOD Chairman or the BOD Secretary will acknowledge receipt of the reported or suspected violation within five (5) business days.
- C. The concerned member may file an anonymous report but it may not be possible to acknowledge receipt of anonymously submitted concerns.
- D. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- E. All reports will be investigated promptly, and appropriate corrective action will be taken if warranted by the investigation.

IV. WHISTLEBLOWER PROTECTION

- A. A member is protected from retaliation only if the member brings the alleged unlawful activity, or violation of policy or practice, to the attention of the BOD of ADSOEF and provides the BOD with a reasonable opportunity to investigate and correct the alleged unlawful or unethical activity.
- B. ADSOEF will not tolerate retaliation by any member against a member who, **in good faith**, makes a protest or raises a complaint against some practice of ADSOEF or of another individual or entity with whom ADSOEF has a business relationship on the basis of a reasonable belief that the practice is in violation of law or of a clear mandate of ADSOEF *Bylaws* or policies.
- C. ADSOEF will not tolerate retaliation against any individual who assists in the investigation of a reported violation.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Member's Name Printed

Member's Signature

Date