

Whistle Blower Protection Policy

Adopted June 2, 2011 at Board of Trustees Meeting

- I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of the Nevada Association of DECA (NEVADA DECA) to make internal reports of suspected wrongdoing by NEVADA DECA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.

- II. Content:
 - A. NEVADA DECA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of NEVADA DECA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.

 - B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of NEVADA DECA ethics policies, violation of other NEVADA DECA policies, or other wrongdoing against NEVADA DECA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
 1. Forgery or alteration of documents,
 2. Unauthorized alteration or manipulation of computer files,
 3. Fraudulent financial reporting,
 4. Misappropriation or misuse of NEVADA DECA resources such as funds, supplies, or other assets,
 5. Authorizing or receiving compensation for goods not received or services not performed, and
 6. Authorizing or receiving compensation for hours not worked.
 7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.

 - C. Reporting procedure:

1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board.
 2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that NEVADA DECA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)
- D. Investigation:
1. All good faith reports of suspected wrongdoing will be investigated with due diligence.
 2. All NEVADA DECA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
 3. The Board of Trustees Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Trustees Chair is involved in the alleged wrongdoing, then the Board Treasurer will select a committee from the board to complete the investigation.
 4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
 5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.

6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
 7. During the investigation, NEVADA DECA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
 8. Unless involved in the alleged wrongdoing, the Board of Trustees Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions there from.
 9. The Board of Trustees Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
 10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
 - a. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
 - b. Should provide an estimate of the timeframe for the investigation; and
 - c. Should let the reporter know when the investigation is concluded.
 - d. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.
- E. Prohibition against retaliatory action and harassment.
1. NEVADA DECA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
 2. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.
- III. Responsibility: The Board of Trustees Chair shall be responsible for administering this policy.