

Selinsgrove Projects, Inc. Whistleblower Policy

Purpose:

Selinsgrove Projects, Inc. (SPI) is committed to the highest standards of financial and professional conduct. This policy is designed to enable SPI's employees to report concerns about possible financial misconduct or violations of laws with reassurance that they will be protected from retaliation for acting in good faith. Reports of financial misconduct would address such issues as fraud or questionable accounting and internal controls, accounting misrepresentations, misappropriation of grant funds, kickbacks, theft of university assets or use of such assets for personal benefit, falsification of timecards and other illegal or unethical business practices.

Policy:

All reports of suspected financial misconduct by Selinsgrove Projects, Inc. staff or volunteers shall be made confidentially and directly to the full Executive Committee. Any employee ultimately found to have engaged in financial misconduct or other illegal activity is subject to disciplinary action, which may include dismissal as well as prosecution by appropriate law enforcement authorities.

The protection of employees who submit reports of suspected financial or other misconduct is an important part of this policy, as is maintenance of the confidentiality, objectivity and independence necessary to resolve complaints appropriately. It is a violation of this policy to knowingly make unfounded allegations with the intent to cause harm to another individual. Those making such false allegations are also subject to disciplinary action, up to and including termination.

Procedure:

To facilitate the transmission of reports of financial misconduct or other illegal activity to the highest level of the organization, reports may be made by contacting any member of the Executive Committee. The report should contain as much detailed information about the incident(s) as possible in order to facilitate an efficient and thorough investigation. This detail should include, at a minimum, the names of the parties involved, the location of the incident(s) and the nature of the possible financial or illegal misconduct.

Reports:

Periodic summaries of complaints will be provided to the full board for their review. As appropriate, reports regarding the status of specific complaints may be reported on a more frequent basis. The Board shall evaluate annually the effectiveness of these guidelines and recommend and adopt changes as necessary.

Questions:

Any questions regarding this policy should be directed to the Treasurer.