



Middle States Commissions on Elementary and Secondary Schools
3624 Market Street, Philadelphia, PA 19104-2680
(267) 284-5000 | www.msa-cess.org

WHISTLEBLOWER

The Middle States Association Commissions on Elementary and Secondary Schools requires all employees and representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Middle States Association Commissions on Elementary and Secondary Schools must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This policy is to encourage and enable employees and volunteers to raise serious concerns internally so that the Middle States Commissions on Elementary and Secondary Schools can address and correct inappropriate conduct and actions. It is the responsibility of all employees and volunteers to report concerns about violations or suspected violations of the Middle States Commissions on Elementary and Secondary Schools policies or applicable laws or regulations.

No Retaliation

The Middle States Commissions on Elementary and Secondary Schools encourages anyone who in good faith reports an ethics violation, or a suspected violation of law. Any employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from volunteer service.

Acting in Good Faith

Anyone reporting violation or suspected violation must be acting in good faith and have reasonable grounds to believe the information disclosed indicates a violation. Any allegations that prove to be unsubstantiated or prove to have been made maliciously or with the knowledge that the allegations are false will be viewed as a serious disciplinary offense.

Reporting Procedure

The Middle States Commissions on Elementary and Secondary Schools encourages complaints, reports, or inquiries about illegal practices or serious violations of policy, including illegal or improper conduct by MSA-CESS itself, its leadership, or others on its behalf. Subjects to be raised under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices.

Employees

Employees should first discuss their concerns with their immediate supervisor. If the individual is uncomfortable speaking with their supervisor, the supervisor is the subject of concern or the supervisor's response is not satisfactory, the individual should report their concern directly to the President. Reported complaints or concerns about suspected ethical or legal violations are required to be submitted in writing to the President, who has the responsibility to investigate all reported complaints.

Reported complaints or concerns about suspected ethical or legal violation which involve the President should be submitted in writing directly to the Chairs of the MSA-CESS Commission.

Volunteers

Volunteers should submit concerns in writing directly to the President.

Handling of Reported Violations

The President 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.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense.