



Whistleblower Protection Policy

Leadership Education for Tomorrow of High Point requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the *Leadership Education for Tomorrow of High Point*, 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 *Leadership Education for Tomorrow of High Point* can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of {Organization's name}'s code of ethics or suspected violations of law or regulations that govern *Leadership Education for Tomorrow of High Point* operations.

No Retaliation

It is contrary to the values of *Leadership Education for Tomorrow of High Point* for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of {Organization's name}. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Leadership Education for Tomorrow of High Point has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Office Manager and Operations Manager. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with [insert here



another title, such as Executive Director, or a board member, if the organization is very small and involving the board would be appropriate].

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the *Leadership Education for Tomorrow of High Point*.

[Compliance Officer] [or designated employee or board member], who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer [or other designated person].

Compliance Officer: Currently, the operations manager is the compliance officer.

The *Leadership Education for Tomorrow of High Point*, Operation Manager is Responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

Accounting and Auditing Matters

The *Leadership Education for Tomorrow of High Point* Operations Manager shall immediately notify the Audit Committee/Finance Committee (of the Board of Directors) of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.