



Acalanes Parents Club

Whistleblower Policy

This **Whistleblower Policy** of Acalanes Parents Club (APC): (1) encourages directors, officers, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the APC; (2) specifies that the APC will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The APC encourages complaints, reports or inquiries about illegal practices or serious violations of the APC's policies, including illegal or improper conduct by the APC itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the APC has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the APC President. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** The APC prohibits retaliation by or on behalf of the APC volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The APC reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the APC President; if the President is implicated in the complaint, report or inquiry, then they should be directed only to the APC Vice President Elect. The APC will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the APC may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.