WHISTLE BLOWER POLICY

The Louisiana Association of Public, Community & Adult Education (LAPCAE), is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, or volunteers. This policy outlines a procedure for employees to report actions that a member reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to LAPCAE business and does not relate to private acts of an individual not connected to the business of LAPCAE.

If a board member, association member or volunteer has a reasonable belief that a board member, association member or volunteer of LAPCAE has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, he/she is expected to immediately report such information to the President. If he/she do not feel comfortable reporting the information to the President, he or she is expected to report the information to the other members of the Executive Committee (President-Elect, Immediate Past-President, Treasurer, Secretary, and Webmaster)

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, LAPCAE will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

LAPCAE will not retaliate against any member or volunteer because that member/volunteer: (a) reports to the President, the Executive Committee or to a federal, state or local agency what the member/volunteer believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the member/volunteer’s rights.

The Louisiana Association of Public, Community & Adult Education may take disciplinary action up to and including termination from board membership any member/volunteer who in the Executive Committee’s assessment has engaged in retaliatory conduct in violation of this policy.

In addition, LAPCAE will not, with the intent to retaliate, take any action harmful to any member/volunteer who has provided to law enforcement personnel or court truthful information relating to the commission or possible commission by LAPCAE or any of its members/volunteers of a violation of any applicable law or regulation.

Signature: ___________________________________________ Date: ________________