

**CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS AND  
PROFESSIONAL-TECHNICAL EMPLOYEES  
WHISTLEBLOWER POLICY**

**ARTICLE 1  
STATEMENT OF PURPOSE**

The Clark County Association of School Administrators and Professional-technical Employees (“Union”) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial viability and labor support. Federal and state regulatory authorities view the operation of the Union as a public trust that is subject to scrutiny by and accountable to such authorities as well as to the members of the Union.

The whistleblower policy (this “Policy”) (a) encourages an atmosphere that allows these individuals to meet their obligations to disclose violations of law and serious breaches of conduct covered by Union policies; (b) informs individuals how allegations of wrongful conduct may be disclosed; (c) protects individuals from reprisal by adverse action taken by the Union or the employer as a result of having disclosed wrongful conduct; and (d) provides individuals who believe they have been subject to reprisal a process to seek relief from retaliatory acts that fall within the authority of the Union.

**ARTICLE 2  
AFFECTED PERSONS**

This Policy is directed not only to officials and Executive Board members of the Union, but also to any service provider who can influence the actions of the Union (including all who make or influence purchasing decisions), any person who is a direct professional, and anyone who has confidential, nonpublic, or proprietary information concerning the Union (including any Union member).

**ARTICLE 3  
REPORTING RESPONSIBILITY**

All persons covered by this policy are obligated to make good faith reports of wrongful conduct. Wrongful conduct includes (a) a violation of applicable laws and regulations; (b) a serious violation of Union policy; (c) the use of Union property, resources or authority for personal gain or other purpose unrelated to the Union. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- providing false or misleading information on the Union’s financial documents, tax returns or other public documents;
- providing false information to or withholding material information from the Union’s auditors, accountants, lawyers, directors or other representatives responsible for ensuring Union compliance with fiscal and legal responsibilities;
- embezzlement, private benefit, or misappropriation of Union funds;
- material violation of Union policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
- discrimination based on race, gender, sexual orientation, ethnicity, and disability; and

- facilitation or concealing any of the above or similar actions.

*Making allegations maliciously, knowingly making a false allegation or making an allegation that is otherwise not in good faith will be viewed as a serious disciplinary offense.*

#### ARTICLE 4 REPORTING POLICY AND PROCEDURES

A good faith report of wrongful conduct should be made to the Executive Director of the Union's Executive Board (the "Board") (or if he or she is believed to be responsible for the conduct, then to another Board member), who shall bring the matter to the attention of the Board or a duly constituted committee thereof. Report involving Board members should be made to the Board Executive Director (or if he or she is the one with the conflict, then to another Board member), who shall bring these matters to the Board or a duly constituted disinterested committee thereof.

The Board or a duly constituted disinterested committee thereof shall determine whether the wrongful conduct has occurred. The decision of the Board or such a committee on these matters will rest in their sole discretion, and their concern must be the welfare of the Union, and the advancement of its purpose.

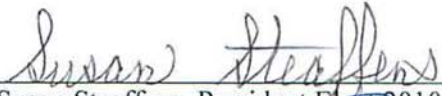
All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Complaints may be submitted on a confidential basis by the complainant or may be submitted anonymously. Complaints will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### ARTICLE 5 NO RETALIATION


No affected person who in good faith submits a report of suspected wrongful conduct in accordance with this Policy shall suffer harassment, retaliation or adverse employment consequences that fall within the authority of the Union. Any affected person who retaliates against someone for submitting such a report in good faith is subject to discipline up to and including termination of such person's position with the Union.

Adopted this 12<sup>th</sup> day of August, 2010:

  
\_\_\_\_\_  
Tamathy Larnerd, President 2010-2011

  
\_\_\_\_\_  
Susan Steaffens, President Elect 2010-2011

  
\_\_\_\_\_  
Lee Esplin, Treasurer 2010-2011

  
\_\_\_\_\_  
Cathy Conger, Past President 2010-2011

  
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Beverly Mathis, Secretary 2010-2011

  
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Stephen Augspurger, Executive Director