



VOICES FOR INTERNATIONAL BUSINESS & EDUCATION

WHISTLEBLOWER POLICY

General

VIBE requires the board members, officers and employees of IHSNO to observe high standards of business and personal ethics in the conduct of his/her duties and responsibilities. As employees and representatives of IHSNO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

An employee shall have the right and duty to disclose to the head of school or a Board member any activity by the school or a school employee that violates state or federal laws, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency, which is not merely technical or minimal. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within IHSNO prior to seeking resolution outside IHSNO. It does not, however, prohibit, prevent, or preclude an employee from reporting actual or perceived violations of law to outside authorities as appropriate.

No Retaliation

No board member, officer or employee who in good faith reports a violation under this Policy shall suffer harassment, retaliation or an adverse employment consequence as a result of having made the complaint. 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.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of this Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.