

Early Learning Coalition of Duval

Whistleblower Policy & Procedures

Effective October 1, 2013

Purpose:

Early Learning Coalition of Duval ("Coalition") is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its officers, directors, and employees. This policy outlines a procedure for employees to report actions that an employee 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 Coalition's business and does not relate to private acts of an individual not connected to the business of Coalition.

Authority:

The Coalition shall comply with the requirements of the Sarbanes-Oxley Act (SOX, Section 1107, Section 1513 of Title 18, USC; SOX Section 1102, Section 1512 of Title 18, USC), and the State of Florida Statutes 112.3187, 112.31895.

Scope:

This policy covers all officers, directors, and employees of the Coalition.

Whistle Blower Policy:

If an employee has a reasonable belief that an officer, director, or employee of the Coalition has engaged in any action that (a) violates any applicable law, or regulation, including those concerning accounting and auditing, (b) constitutes a fraudulent practice, or (c) involves altering, covering up, falsifying, or destroying any document that may be relevant to an official investigation, the employee is expected to promptly report such information to the executive director. If the employee does not feel comfortable reporting the information to the executive director, he or she may contact the Finance Chair (Treasurer) or a supervisor.

An employee may also file a complain with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

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

The Coalition will not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, the Coalition will not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of Coalition employees or officers.

The individual shall provide as much specific information as possible including names, dates, places and events that took place, and the individual's perception of why the incident(s) may be a violation. Anonymous written or telephonic communications are acceptable.

An employee that retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The Executive Director and the Coalition Finance Chair will investigate the allegations, and take the proper steps to make sure the correct actions are taken.