**WALWORTH POLICY 665**

**WHISTLEBLOWER POLICY**

General

Walworth Jt. District #1 requires that all employees observe and practice high standards of business and personal ethics as they conduct their official duties and responsibilities. It is the Board of Education's expectation that each employee practice honesty and integrity in fulfilling their professional responsibilities and comply with all applicable federal and state laws and regulations.

Reporting Responsibility

It is the responsibility that all employees feel free to report ethics violations and/or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports an ethics violation shall suffer harassment, retaliation or any adverse employment consequence. 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, This Whistleblower Policy is intended to encourage and enable all employees and others to raise serious concerns within Walworth Jt. District #1 prior to seeking resolution outside Walworth Jt. District #1.

Reporting Violations

Walworth Jt. District #1 has an open door policy that advocates that employees are able to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address the area of concern. However, if the employee is not comfortable speaking with the supervisor or the employee is not satisfied with the supervisor's response, the employee is encouraged to speak with the School Administration whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the District Administrator who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or if the employee is not satisfied or uncomfortable with following Walworth Jt. District's open door policy, individuals should contact the District Administrator directly. If the concern is about the administration, the individual should contact the President of the Board of Education.

Compliance Officer

Walworth Jt. District #1's Compliance Officer is the District Administrator. The District Administrator is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Board of Education. The District Administrator has direct access to the District's outside audit team and is required to report to the auditor at least annually on compliance activity.

 Accounting and Auditing Matters

The District's outside audit team shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The auditor shall immediately notify the Board of Education of any such complaint and work with the board members until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The District Administrator will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days.  All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:**     April 25, 2011