



WSST Whistleblower Policy

General

The Wisconsin Society of Science Teachers requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

In line with this commitment, and WSST's commitment to open communication, this policy aims to provide an avenue for directors, officers and employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

Policy:

The whistleblower policy is intended to cover serious concerns that could have a large impact on WSST, such as actions that:

- Are unlawful;
- Are not in line with organization policy;
- May lead to incorrect financial reporting;
- Otherwise amount to serious improper conduct.

Safeguards:

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 of the Code. 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.

Anonymous Allegations

The policy encourages WSST members to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified.

Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

No director, officer or WSST member who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. A WSST member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership/employment. This Whistleblower Policy is intended to encourage and enable WSST members to raise serious concerns within the organization prior to seeking resolution outside the organization.

Procedure:

Process for raising a concern

The whistleblower procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct should be reported to one of the following individuals:

- President of WSST
- Chief Operations Officer, WSST
- Chief Financial Officer, WSST
- Any member of the Board of Directors

Timing

The earlier a concern is expressed, the easier it is to take action.

How The Complaint Will Be Handled

The action taken will depend on the nature of the concern. The individual that is notified (from above) of the complaint will file a report with the WSST Secretary or, if the Secretary is involved in the complaint, the President or Chief Operating Officer. The Secretary (or President / COO) will determine the appropriate members of the Board of Directors that should be involved in investigating the complaint. A report of the findings of the investigation and recommended actions shall be submitted to the Secretary (or President / COO) for further consideration by the Board of Directors.

Report to Complainant

The complainant will be given the opportunity to receive follow-up on their concern within 10 business days:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made;
- Telling them whether further investigations will follow, and if not, why not.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.