Philadelphia Home and School Council

Families supporting Philadelphia schools since 1897

Whistleblower Protection Policy

The Philadelphia Home and School Council require Presidents, Officers, and Volunteer Stakeholders to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of the Philadelphia Home and School Council, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable officers and others to raise serious concerns internally so that the Philadelphia Home and School Council can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of Philadelphia Home and School Council's code of ethics or suspected violations of law or regulations that govern Philadelphia Home and School Council's operations.

No Retaliation

It is contrary to the values of the Philadelphia Home and School Council for anyone to retaliate against any board member, officer, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Philadelphia Home and School Council. An officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their volunteer position.

Reporting Procedure

The Philadelphia Home and School Council has an open-door policy and suggests that officers or chairpersons share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with the President or you are not satisfied with their response, you are encouraged to speak with any Vice President and/or request a Special Meeting. (Follow Bylaw Protocol)

Vice Presidents are required to report complaints or concerns about suspected ethical and legal violations in writing to the Philadelphia Home and School Council's Compliance Chairperson/Vice President or board member, who has the responsibility to investigate all reported complaints.

Compliance Officer

The Philadelphia Home and School Council 's bylaws does not state that a Compliance Officer must sit on the board. In good governance, it is the responsibility of the board to select an officer that would fill this role appropriately. This Officer can be a non-voting officer and can be a third party affiliate.

The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the President and/or the Executive Board of all

complaints and their resolution and will report at least annually to the Treasurer/Chair of the Finance Committee/Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters
The Philadelphia Home and School Council's Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith
Anyone filing a written 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. 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 Philadelphia Home and School Council's [Compliance Officer] will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
Violations of financial improprieties will result in the Philadelphia Office of Inspector General being solicited to continue the investigation (oig@phila.gov, 601 Walnut Street, Suite 300 East, Philadelphia, PA 19106)

Compliance Officer: *{Note: The Compliance Officer may be a board member, the President, or a third party designated by the organization to receive, investigate and respond to complaints.}