

PURPOSE

The Early Learning Coalition of Santa Rosa County has a responsibility for the stewardship of its resources and the public and private support that make it possible to pursue its mission. The Coalition remains committed to compliance with the laws and regulations to which it is subject, and has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and actions. This policy governs reporting and investigation of all allegations of suspected improper activities, and represents the Coalition's policies for the Sarbanes-Oxley Act of 2002.

POLICY

1. The Early Learning Coalition of Santa Rosa County shall not dismiss, discipline, or take any adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.
2. The Coalition shall not take any adverse action that affects the rights or interests of an employee in retaliation for the employee's disclosure of information under this policy.
3. The Coalition shall not alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.

The provisions of this policy shall not be applicable when an employee discloses information known by the employee to be false.

APPLICABILITY

Coalition Board of Directors, Coalition Staff

RESPONSIBILITY

Board of Directors, Executive Director, Director of Family Services, Director of Finance & Administration

PROCEDURE

Complaints concerning information disclosed must be submitted to the Board of Directors in writing. The board will investigate the complaint and present their findings. Employees who submit a complaint will, to the extent possible, remain anonymous unless the complaint is known to be false when submitted.

1. The information disclosed under this policy must include:
 - a. A violation or suspected violation of a law, policy, rule, or regulation committed by an employee of the Early Learning coalition which creates and presents a substantial and specific danger to the public's health, safety, or welfare; or
 - b. An act of suspected gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee of the Coalition.
2. Employees and persons protected:
 - a. This policy protects employees and persons who disclosed information on their own initiative in a written and signed complaint; who are requested to participate in an

investigation, hearing, or other inquiry conducted by any agency or federal government entity; who refuses to participate in any adverse action prohibited by this policy.

- b. No remedy or other protection under this policy applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under this policy is being sought.

Revised: