

 Center for Creative Education	Administrative Services	Whistleblower Policy	
		Revision #1	
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1. Purpose

The Center for Creative Education 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 Center for Creative Education we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The policy outlines procedures for handling employee complaints, as well as a confidential way for employees to report any financial mismanagement.

2. Scope

This Whistleblower Policy is intended to encourage and enable employees and other to raise serious concerns internally so that the Center for Creative Education can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of ethics or suspected violations of law or regulations that govern the Center for Creative Education's operations.

3. No Retaliation

It is contrary to the values of the Center for Creative Education for anyone to retaliate against any board member, officer, employee or volunteer who is good faith reports an ethics violation. Or a suspected violation of the law. Such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Center for Creative Education. 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.

4. Reporting Procedure

The Center for Creative Education has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response you are encourage to speak with the Chief Executive Officer or the Board Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Chief Executive Officer who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing to the Chief Executive Officer.

5. Compliance Officer Responsibilities

The Chief Executive Officer (CEO) is responsible for ensuring that all complaints about unethical or illegal conduct are investigate and resolved. The CEO will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

6. Accounting and Auditing Matters

The Center for Creative Education shall immediately notify the Board Treasurer of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, and work with the Treasurer until the matter is resolved. The Center for Creative Education contracts with an outside accounting firm to periodically review all accounting practices and procedures.

7. 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.

8. Confidentially

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.

9. Handling of Reported Violations

The Center for Creative Educations Chief Executive 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.