

Transparency and Whistle Blower Policy

Transparency

The Durand Area Educational Foundation is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, or volunteers. This policy outlines a procedure for maintaining transparency of the Foundation and provides a procedure for officers, directors, or others to report actions that a person reasonably believes violate a law, or regulation or that constitute fraudulent accounting or other practices that may interfere with the Foundation carrying out its mission and purpose. This policy applies to any matter which is related to the Foundation's business and does not relate to private acts of an individual that are not connected to the business of the Foundation.

The Foundation shall provide transparency to members of the board, donors, the Board of Education of Durand Area Schools, employees of Durand Area Schools, and the community regarding:

- Financial transactions
- Financial status
- Grant award procedures, and
- Ongoing activities of the Foundation

This policy shall be implemented by an openness to disclosing financial documents and policies and adopted procedures through the Durand Area Schools website when such disclosure would enhance the understanding of the school community and the community of donors. It shall also be the policy of the Foundation to welcome members of the community to meetings of the board of directors, unless it is determined by the board that a closed session is required to protect the privacy of an individual.

The Foundation, however, will protect from disclosure the names of donors, the amount of any donation, or restrictions placed on those donations without the clear authorization from the donor; except in so far as the Board must communicate with school personnel to appropriately distribute and oversee grants of donated funds.

Protection of Whistleblowers

It is further the policy of the Foundation to implement a procedure to receive information and complaints from individuals, committees, organizations, or others regarding issues relevant to the Foundation and its work. The complaints or information may include, but not be limited to:

- potential or actual conflicts of interest,
- inappropriate use or disposition of funds or assets,
- mismanagement of funds or assets of the Foundation
- or any other issue that may negatively impact the Foundation's mission or purpose

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Any person or entity that reports such problems or potential problems to the Foundation shall be protected from any acts of retribution by the Foundation, its officers, directors, or committees.

If a person has a reasonable belief that an officer, director, or other person or entity connected to the Foundation has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or has engaged in any action that constitutes a fraudulent practice, or a practice that would interfere with carrying out the mission and purpose of the Foundation, the individual should immediately report such information to **one or more members of the board of directors of the Foundation**

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Foundation will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Foundation will not retaliate against any individual or entity because that individual or entity has reported such conduct to the Board of Directors or to a federal, state or local agency what the individual or entity believes in good faith to be a violation of the law or a regulation or a practice or action that would prevent the Foundation from carrying out its mission or purpose.

In addition the Foundation will not take any action to retaliate against any individual or entity that has provided to law enforcement personnel or to the court truthful information relating to the commission or possible commission of illegal acts by officers or directors of the Foundation.

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