

MT PTA ETHICS WHISTLEBLOWERS POLICY

Montana PTA's Code of Conduct Policy requires Board of Directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Board of Directors and employees of the Montana PTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Board of Directors, officers, members and employees to comply with the MT PTA Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

The Montana PTA has an open door policy and suggests anyone with questions, concerns, suggestions or complaints contact any Montana PTA Board Member so that we can address them properly.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. An investigation will take place within 15 days of the report. A conclusion or an update on the progress of the investigation will be written and provided to parties involved within 30 days of the original report. If warranted, appropriate corrective action will take place within 30 days of the original report.

No Retaliation

No Board of Director, officer, member or employee who in good faith reports a violation of the MT PTA Code of Conduct shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable members of the Montana PTA to raise serious concerns within the Montana PTA prior to seeking resolution outside the Montana PTA.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the MT PTA Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the MT PTA Code of Conduct. 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.