



Communities In Schools of the Dallas Region, Inc. WHISTLEBLOWER POLICY

Maintaining high standards of conduct and ethics is important to CISDR. All board members, committee members and staff are encouraged to report fraudulent or dishonest conduct (i.e., to act as a “whistleblower”) pursuant to the procedures set forth in the next section.

How to Report

Board or committee members should report any reasonable concern about fraudulent or dishonest use or misuse of the organizations’ resources or property to the Board Chair. Employees should report concerns directly to the Director of Human Resources and/or the President & CEO.

The reports should contain enough information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously. Appropriate action will be taken in response to reports. All reports received will be acted upon in confidence to the extent possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action.

Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct, disclosure of suspected misconduct to persons not involved with the investigation and violations of a person’s rights under the law.

Whistleblower Protection

CISDR prohibits retaliation against whistleblowers. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent possible given the circumstances and the law. Whistleblowers who believe that they have been retaliated against for reporting an activity, which that person believes to be fraudulent or dishonest, may file a written complaint about such retaliation with the Director of Human Resources and/or the President & CEO. Board and Committee members may file a written complaint to the Board Chair. Any complaint of retaliation, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or reduced salary or wages, will be promptly investigated and corrective action taken, where allegations are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties based on valid performance-related factors, nor is it intended to preclude disciplinary action against individuals who report baseless allegations.

Contact Information

Contact information for the Director of Human Resources and the President & CEO is available online at www.cisdallas.org, or by calling 214.827.0955 ext.221. The President & CEO may contact pro bono legal council. Board and Committee members contact the Board Chair.