

WHISTLE BLOWER POLICY:

If a staff member or member of the Board of Directors has any questions or concerns about an activity being unethical, illegal or in violation of the Code of Conduct or CASA policies you should use the following process to answer questions and report concerns.

A person who reports “in good faith” a violation of the Code of Conduct or CASA policies shall have no disciplinary action taken against them or be retaliated against. “In good faith” means a person actually believes the information reported to be true.

If there are any questions about the Code of Conduct or about any CASA policy or procedure a staff member should contact his/her supervisor. If you are not satisfied with the response received by your supervisor concerning the Code of Conduct or CASA policies and procedures you are encouraged to continue raising your question to the next highest level of management.

Complaints regarding the Code of Conduct or CASA policies and procedures against a CASA staff member, Board member, volunteer or applicable third party should be brought to your supervisor’s attention. If the complaint involves your supervisor, the complaint may be given to the next highest level of management. If the complaint involves the Executive Director, the complaint may be made to the President of the Board of Directors. If the complaint involves the President of the Board one should notify the Vice President of the Board. Complaints regarding a violation of the Code of Conduct or the policies of CASA of Collin County may be made in person or via a sealed letter placed in the supervisor’s in box; Executive Director’s in box or sent to the President of the Board of Directors. Every effort will be made to keep the reporter’s identity confidential.

A locked box will be provided in the staff work area where anonymous reports may be placed. This box will be checked weekly by the President of the Board of Directors.

The current President of the Board of Director’s email address will be placed on the CASA web site for those wishing to make their report in that manner.