

Reading Power Inc. Whistleblower Policy

Reading Power Inc. requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Reading Power Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy relates solely to Reading Power Inc., its directors, employees and volunteers and not to the schools in which we volunteer.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Reading Power Inc. can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns or suspected violations of law or regulations that govern Reading Power's operations.

No Retaliation

It is contrary to the values of Reading Power Inc. for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Reading Power Inc. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from the Board of Directors.

Reporting Procedure

Reading Power Inc. has an open door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their immediate supervisor or Reading Power professional staff. If you are not comfortable speaking with your supervisor/staff or you are not satisfied with your supervisor's/staff's response, you are encouraged to speak with any Officer of the Board of Directors. Supervisors and site coordinators are required to report complaints or concerns about suspected ethical and legal violations in writing to their supervisor, or the CEO, who has the responsibility to investigate all reported complaints. Employees or volunteers with concerns or complaints may also submit their concerns in writing directly to their supervisor/staff or the CEO.

Board Executive Committee

The Reading Power Inc.'s Executive Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. A member of the Executive Committee will advise the appropriate staff and/or the Board of Directors of all complaints and their resolution. The Executive Committee is comprised of the officers of the Board of Directors.

Accounting and Auditing Matters

Reading Power Inc.'s CEO shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

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.

Confidentiality

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.

Handling of Reported Violations

Reading Power Inc.'s Executive Committee 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.

Reading Power Inc.

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