

# RCMA Whistleblower Policy

## **WHISTLEBLOWING**

RCMA's Standards of Conduct require the board of directors and all RCMA 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 RCMA, everyone must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, as well as internal policies and procedures. Board of Directors members and all RCMA employees and volunteers are responsible for complying with all published Standards of Conduct and to report violations or suspected violations without fear of suffering harassment, retaliation or adverse employment consequences. 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.

### **Procedure**

Employees may share questions, concerns, suggestions or complaints with their immediate supervisor. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Director of Human Resources or anyone in management that he/she is comfortable approaching. Complaints may be submitted on a confidential basis or anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. If an employee prefers to voice a concern to an external party, he/she may contact RCMA's Board President Michael Stuart. Phone (321) 214-5200.

### **Acting in Good Faith**

Employees filing a complaint concerning a violation or suspected violation of the Standards must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Standards. 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 and will result in a disciplinary action up to and including termination.

### **Parents & Vendors**

Parents and/or Vendors may share questions, concerns, suggestions or complaints with the Center or Area Coordinator. If parents and/or vendors are not comfortable addressing the issues with center or area staff, they are encouraged to speak with Management and or report any complaints directly to our Board Chair: Michael Stuart; 800 Trafalgar Court #200; Maitland, Florida 32751. Phone (321) 214-5200.