



Whistleblower Policy

Maryland Association of Secondary School Principals

General

The Maryland Association of Secondary School Principals (hereafter known as MASSP) requires the officers, county representatives, and executive director to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of MASSP, 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 officers, county representatives and the executive director to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No county representative, officer, or the executive director who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee, in this case, the executive director, 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 county representatives, officers, members, and others to raise serious concerns within MASSP prior to seeking resolution outside MASSP.

Reporting Violations

MASSP has an open door policy and suggests that county representatives, officers, and members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the executive director is in the best position to address an area of concern. However, if a person is not comfortable speaking with the executive director or you are not satisfied with the executive director's response, you are encouraged to speak with an officer of MASSP with whom you are comfortable in approaching. County representatives, officers, and the executive director are required to report suspected ethics violations to the MASSP Steering Committee who have specific and exclusive responsibility to investigate all reported violations.

Accounting and Auditing Matters

The audit committee of the executive board (past- president, treasurer, and two county representatives) shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The executive director shall notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a 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 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.

Handling of Reported Violations

The executive director or designated elected officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

- Format taken from National Council of Nonprofit Associations
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