

# School Nutrition Association of North Carolina

## Whistleblower Policy

This **Whistleblower Policy** of the School Nutrition Association of North Carolina (SNA-NC): (1) encourages board members, staff and other volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of SNA-NC; (2) specifies that SNA-NC will protect the person from retaliation; and (3) identifies where such information can be reported.

- 1. Encouragement of reporting.** SNA-NC encourages complaints, reports or inquiries about illegal practices or serious violations of their policies, including illegal or improper conduct by SNA-NC itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. This Whistleblower Policy is intended to encourage and enable directors, officers and other volunteers to raise serious concerns within SNA-NC prior to seeking resolution outside SNA-NC.
- 2. Protection from retaliation.** SNA-NC prohibits retaliation by or on behalf of itself against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Anyone submitting allegations that prove to have been made maliciously, or prove to have been made with knowledge that they were false, will be regarded as having committed a serious offense.
- 3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They must be submitted in writing and should include as much detail and documentation as possible to facilitate an investigation. They should be directed to SNA-NC's Executive Director and/or SNA-NC's President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to SNA-NC's President-Elect. SNA-NC will conduct a prompt, discreet, and objective review or investigation and appropriate corrective action will be recommended to the Executive Board, if warranted by the investigation.

SNA-NC has the authority to retain outside legal counsel, accountants, private investigators, or other resource deemed necessary to conduct a full and complete investigation of the allegations.

Approved on February 5, 2010  
EXECUTIVE BOARD  
SCHOOL NUTRITION ASSOCIATION OF NORTH CAROLINA (SNA-NC)