

Nevada Outdoor School Whistle Blower Policy

In this policy, the term employee refers to both staff and national service members.

Nevada Outdoor School is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. To this end we feel the organization needs to be informed as quickly as possible regarding any such potential actions against the organization including, but not limited to, the following:

- theft;
- financial reporting that is intentionally misleading;
- Improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violations of Nevada Outdoor School's conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

We request the assistance of every employee who has a reasonable belief or suspicion about any improper transaction. Nevada Outdoor School values this input and each employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, Nevada Outdoor School expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination.

Making a Report

We encourage any employee who has a concern regarding an action concerning Nevada Outdoor School's governance, finances, or compliance with all applicable laws and regulations to report the concern to their direct supervisor or the executive director.

If for any reason the employee does not believe these channels of communication are adequate, or the concern involves those two parties, the concern should be reported immediately to the Board President. Anonymous reports will be accepted, and all reports will be handled on a confidential basis.