

ARIZONA SCIENCE TEACHERS ASSOCIATION WHISTLEBLOWER PROTECTION POLICY

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

Reporting Responsibility

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

No Retaliation

It is contrary to the values of Arizona Science Teachers Association 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 Arizona Science Teachers Association. 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.

Reporting Procedures

Arizona Science Teachers Association has an open door policy and suggests that board members, officers, volunteers, and employees share their questions, concerns, suggestions or complaints with the ASTA Compliance Office (current President-elect). Employees with concerns or complaints may also submit their concerns in writing directly to the Science Teachers Association's Compliance Officer.

ASTA Compliance Officer

The Arizona Science Teachers Association's Compliance Officer (current President-elect) is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer/Chair of Finance Committee/Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Arizona Science Teachers Association's Compliance Officer (current President-elect) shall immediately notify the Audit Committee/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.

Confidentiality

Violations or suspected violations may be submitted in writing 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

The Arizona Science Teachers Association's Compliance Officer (current President-elect) 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.

ASTA Compliance Officer (current President-elect)

Name

Title /Arizona Science Teachers Association

Contact Information

Policy approved by the Board of Directors on May 4, 2013



ASTA President Signature

ARIZONA SCIENCE TEACHERS ASSOCIATION ETHICS POLICY

It is the policy of Arizona Science Teachers Association that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health, and welfare of the public in the performance of professional duties.
2. Act in such a manner to uphold and enhance personal and professional honor, integrity, and the dignity of the profession.
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
4. Engage in carrying out Arizona Science Teachers Association's mission in a professional manner.
5. Collaborate with and support other professionals in carrying out Arizona Science Teachers Association's mission.
6. Build professional reputations on the merit of services and refrain from competing unfairly with others.
7. Recognize that the chief function of Arizona Science Teachers Association at all times is to serve the best interests of its constituency.
8. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
9. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
10. Keep the communities informed about issues affecting it.
11. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
12. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
13. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
14. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
15. Avoid any interest or activity that is in conflict with the conduct of their official duties.
16. Respect and protect privileged information to which they have access in the course of their official duties.
17. Strive for personal and professional excellence and encourage the professional developments of others.

Name: _____

Signature: _____

Date: _____

Approved by ASTA Board of Directors on May 4, 2013