



## AFT GUILD, LOCAL 1931 WHISTLEBLOWER POLICY

*Updated and Approved October 1, 2020*

### I. General

The American Federation of Teachers Guild, Local 1931 (“Guild”) requires all of its members, officers, employees, and volunteers to observe high standards of personal ethics and legal compliance in conducting their duties and responsibilities. Employees and representatives of the Guild, must practice honesty and integrity in carrying out their responsibilities and comply with applicable policies, laws, and regulations.

### II. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others of the union community to raise serious concerns internally so that the Guild can address and correct inappropriate conduct and actions. It is the responsibility of all Guild Executive Council members, Guild officers and Guild employees to report known or suspected ethical or legal violations.

### III. No Retaliation

No person who in good faith reports a known or suspected violation shall be subjected to retaliation, intimidation, harassment, or other adverse action. Any person entitled to protection who believes that they are the subject of any form of retaliation for such participation should report the same as a violation of, and in accordance with, this Whistleblower Policy.

An AFT employee who retaliates against someone who has reported a violation in good faith or who, in good faith, has cooperated with the investigation of a violation is subject to serious disciplinary measures up to and including termination of employment.

### IV. Reporting Violations

The Guild has an open-door policy and encourages employees and others of the union community to share their questions, concerns, suggestions, or complaints. A person who believes they have been subjected to or affected by retaliatory conduct by an agent of the Guild for (1) reporting known or suspected ethical or legal violations, or (2) for participating in an investigation of a violation, should report such conduct to the Guild President. If the Guild President is the subject of the complaint, the person should report the complaint to the Guild Grievance Chair (in such circumstances the Grievance Chair will replace the President throughout this policy).

The Guild President is responsible for ensuring that all complaints about ethical or legal violations are processed, investigated, and, wherever possible, resolved. The Guild President will collaborate with the Guild Executive Council to select an investigative committee of disinterested individuals. Officers and managerial employees are required to report complaints and concerns about known or suspected ethical and legal violations in writing to the Guild President, who has the responsibility to process and investigate all reported complaints consistent with the policy above.

#### **V. 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 supported by evidence for believing the information provided constitutes a violation. Any knowingly false or malicious allegations will be viewed as a serious disciplinary offense. Guild members that make knowingly false or malicious allegations may be subject to disciplinary action under the Guild Member Discipline Policy.

#### **VI. Confidentiality**

Violations or suspected violations may be reported on a confidential basis. Reports of violations or suspected violations will be kept confidential to the extent possible, with the understanding that a complaint requires an adequate investigation.

#### **VII. Handling of Reported Violations**

The Guild President will notify the complainant in writing and acknowledge receipt of the reported violation or suspected violation. The acknowledgement may include a request for additional information. The investigative committee described above will review the complaint and provide a finding of whether the complaint is supported by substantial direct evidence that would establish all elements of the charges. The investigative committee will present their findings to the Guild Executive Council. If the complaint is about Guild member, based on the reported findings of the investigative committee, the Guild Executive Council shall vote on the question of whether a disciplinary hearing should be held consistent with the Guild Member Discipline Policy. If the complaint is about a Guild employee, based on the reported finding of the investigative committee, the Guild Executive Council shall vote on whether to direct the Guild President to pursue appropriate disciplinary action against the employee. All reports will be promptly processed, investigated, and appropriate corrective action will be taken if warranted by the investigation.



**AFT GUILD, LOCAL 1931**  
**COMPLAINT FORM FOR FILING A PROTECTED**  
**DISCLOSURE OF IMPROPER ACTIVITIES**

This form may be used by Guild employees, members, or applicants for positions at the Guild to make a protected disclosure. The complaint must be filed with the Guild President (or, if the Guild President is the subject of the complaint, with the Guild Grievance Chair).

PLEASE PROVIDE ALL REQUESTED INFORMATION. INCOMPLETE FORMS WILL NOT BE REVIEWED.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Describe fully the alleged improper activity. Specify what actions were taken that constituted an improper activity, by whom the actions were taken, and the dates of such actions. (Use additional sheets of paper if necessary). Identify all potential witnesses to the alleged improper activity as described in the Whistleblower Policy.

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Please attach any documentation in support of your complaint. List all supporting documentation that is attached. If documents supporting your complaint are not in your possession, describe the documents. I hereby swear under penalty of perjury that the contents of this written complaint are true, or are believed to be true.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**AFT GUILD, LOCAL 1931**  
**COMPLAINT OF ACTUAL OR ATTEMPTED RETALIATION**  
**FOR MAKING A PROTECTED DISCLOSURE**

This form may be used by Guild employees, members, or applicants for positions at the Guild to make a protected disclosure. The complaint must be filed with the Guild President (or, if the Guild President is the subject of the complaint, with the Guild Grievance Chair).

PLEASE PROVIDE ALL REQUESTED INFORMATION. INCOMPLETE FORMS WILL NOT BE REVIEWED.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Describe to whom the original improper activity was reported, date reported, and whether the report was oral or in writing (if written, attach a copy of the report). Describe the specific actions taken, by whom, and the dates of the said actions that constitute the alleged actual or attempted retaliation. (Use additional sheets of paper if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all persons involved in the alleged actual or attempted retaliation and describe the actions that constituted retaliation. (Use additional sheets of paper if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any documentation in support of your complaint. List all supporting documentation that is attached. I hereby swear under penalty of perjury that the contents of this written complaint are true, or are believed to be true.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_