

# Whistleblower Policy

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## **I Purpose of Policy**

JTEL is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, members, or volunteers. This policy outlines a procedure to report actions that he/she reasonably believes violates a law or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to JTEL's business and does not relate to private acts of an individual not connected to the business of JTEL.

## **II Reporting Procedure**

If a board member, member, or volunteer has a reasonable belief that any board member, member, or volunteer of JTEL has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the board member, member, or volunteer is expected to immediately report such information to the Board President or other Officer of the Board.

## **III Investigation**

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Board will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. A person unaffiliated with the JTEL Board may be consulted in order to conduct a review and/or any other aspect of the review or investigative process.

## **IV No Retaliation Against Reporter**

JTEL will not retaliate against a board member, member, or volunteer who (a) reports to the Board of Directors or to a federal, state or local agency what the board member, member, or volunteer believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the board member, member, or volunteer's rights.

## **V Disciplinary Action Towards Retaliator**

JTEL Board of Directors may take disciplinary action (up to and including ending their relationship with JTEL) against a board member, member, or volunteer who in the Board of Director's assessment has engaged in retaliatory conduct in violation of this policy.