

## Whistleblower Protection Policy

**Leadership Enterprise for a Diverse America (LEDA)**

**Adopted: May 22, 2018**

Leadership Enterprise for a Diverse America (LEDA) is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that LEDA be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- improper interactions with minors, whether or not in the course of carrying out
- official duties;
- violations of LEDA's Conflict-of-Interest and/or Ethics Policy; and
- any other improper occurrence regarding cash, financial procedures, scholars, or reporting.

We request the assistance of every employee and volunteer who has a reasonable belief or suspicion about any improper interaction. LEDA values this input and each employee or volunteer should feel free to raise issues of concern, in good faith, without fear of retaliation. No director, officer, employee or volunteer who in good faith reports any action or suspected action taken by or within LEDA that is illegal, fraudulent or in violation of any adopted policy of LEDA shall suffer intimidation, harassment, discrimination, retaliation or adverse employment consequence. At the same time, LEDA expects all employees and volunteers 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 or other person associated with LEDA, may result in disciplinary action, including termination.

### **Making a Report**

We encourage any employee or volunteer who has a concern regarding an action relating to LEDA's governance, finances, Conflicts of Interest/Ethics Policies, or compliance with all applicable laws, regulations, and standards of professional conduct, to raise the concern with a supervisor or the Executive Director.

The Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning the ethical and legal standards noted above and shall advise either the Governance Committee or Board of Directors of all such complaints and allegations. The Executive Director is

required to report to either the Governance Committee or full Board of Directors at least annually regarding such complaints and allegations.

If for any reason the employee or volunteer does not believe these channels of communication are adequate, or if the concern is about the Executive Director, the concern should be reported immediately to either the Chair of the Board or the Chair of the Governance Committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis.

Such reports can be emailed to the password-protected email account listed below. Access to this account will be limited to the Board Chair and the Chair of the Governance Committee. Alternatively, reports can be mailed to LEDA at the address below, in a sealed envelope marked: "TO BE OPENED BY ADDRESSEE ONLY – PERSONAL AND CONFIDENTIAL." The Secretary is required to report to the full Board of Directors at least annually regarding such complaints and allegations.

The Board Chair or the Chair of the Governance Committee will coordinate the investigation and LEDA will take appropriate action as it deems the circumstances warrant.

This policy is to be posted on LEDA's website, distributed to LEDA's staff, and specifically communicated to all new staff and volunteers as part of their orientation. In addition, if there is any change to the address for the email account listed below, the Executive Director will have the responsibility of updating this policy to reflect the new information and then communicating the updated policy to all staff and volunteers, as then applicable.

**Contact Information**

Board Chair:	Governance Committee Chair:
<b>Elisa L. Liang</b>	<b>John C. Roberts</b>

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