

**Staff Reporting of Policy Violations (“Whistleblower”)**

**Purpose**

1. The North Kingstown School District (“NKSD”) is committed to the deterrence, prevention, detection and investigation of all forms of fraud and abuse. The purpose of this policy is to set forth the NKSD’s expectations regarding the responsibility and accountability of administrators to respond to and act upon employee reporting of any violations of law, town ordinance or established NKSD policy and procedures.
2. The North Kingstown School Committee has affirmed that all NKSD employees, parents, students, vendors and other stakeholders are covered by Section 14-25 of the North Kingstown Code of Ordinances “Whistleblower Complaints.” This ordinance provides a toll-free “hotline” and internet-based website for filing anonymous complaints or reports of violation of this policy. A copy of the ordinance may be obtained at the NKSD administration building or Town Hall. A link to this ordinance is also available at both the Town and NKSD websites. This Ordinance is incorporated into this Policy by reference thereto.

**Scope**

1. NKSD employees must comply at all times with applicable laws, ordinances, regulations and policies and procedures. Any activity by an employee who achieves results through violation of law or unethical dealings will not be condoned. This includes payments for illegal acts, direct or indirect personal benefits, rebates and bribery. The NKSD does not permit any activity that fails to stand the closest public scrutiny.
2. Fraud and abuse are sensitive and damaging issues that can lead to financial loss, bad publicity and erosion of confidence in the way public funds are being used. Therefore, it is important that the NKSD have appropriate systems and procedures in place to ensure that the risk of impropriety is minimized and that where instances do occur there is a prompt, effective and appropriate response to them.
3. All business conduct should be above the minimum standards required by law. All employees must ensure that their actions cannot be interpreted as being in any way in contravention of the laws, ordinances, regulations and policies and procedures governing operation of the NKSD.
4. This policy does not describe all of the laws to which employees are subject nor does it cover every ethical issue. Other laws, ordinances, regulations and NKSD policies and procedures, as well as commonsense, apply.

**Provisions**

The North Kingstown School Committee affirms Ordinance 08-07 by the Town Council.

First Reading: March 28, 2007

Second Reading of Revised Policy: 6/24/08

Adopted: 6/24/08