

Catholic Education Opportunities Foundation, Inc.

Whistleblower Policy

September 8 2025

Catholic Education Opportunities Foundation, Inc. (CEOF) requires directors, officers, employees, volunteers and others to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Purpose

The purpose of this Whistleblower Policy is to encourage employees, contractors, and other stakeholders to report any suspected misconduct, illegal activities, or violations of company policies in a safe and confidential manner. This policy aims to foster an ethical workplace culture, ensure compliance with applicable laws, and protect individuals who come forward in good faith from retaliation.

Scope

This policy applies to all employees, officers, contractors, consultants, and third-party partners associated with the organization. It covers concerns regarding financial improprieties, fraud, corruption, harassment, discrimination, safety violations, and any breach of company policies or legal requirements.

Reporting Procedures

1. Reports can be made orally or in writing to the Executive Director or Chair of the Board of Directors.
2. Anonymous reports are accepted and will be investigated to the extent possible.
3. Information to Provide: Detailed description of the suspected misconduct or violation; Names of individuals involved (if known); Relevant dates, locations, and supporting documentation (if available).
4. Confidentiality: All reports will be treated with strict confidentiality. The identity of the whistleblower will not be disclosed unless required by law or with the individual's consent.

Investigation

Upon receiving a report, the organization will promptly conduct a fair and thorough investigation. The process may include interviews, review of documentation, and consultation with relevant parties. The investigation will be conducted impartially, and appropriate corrective actions will be taken if misconduct is confirmed.

Protection Against Retaliation

The organization strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation includes adverse employment actions, threats, harassment, or discrimination. Any employee found to have retaliated against a whistleblower will be subject to disciplinary action, up to and including termination of employment.

False Reporting

While the organization encourages the reporting of genuine concerns, deliberately false or malicious reports are unacceptable. Individuals found to have knowingly made false allegations may face disciplinary action.

Responsibility and Review

The Board of Directors is responsible for implementing and monitoring this policy. This policy will be reviewed periodically and updated as necessary to ensure continued effectiveness and compliance with relevant laws and regulations.

Conclusion

The organization is committed to maintaining a transparent and ethical workplace. The Whistleblower Policy demonstrates our dedication to integrity, accountability, and the protection of those who help uphold these values.