

Pacific Crest Youth Arts Organization

Compliance and Ethics Reporting Policy

Board of Directors

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Table of Contents

I. General 3

II. Reporting Responsibility 3

III. Retaliation 3

IV. Reporting Procedure..... 3

V. Mandated Reporters..... 4

VI. Accounting and Auditing Matters 4

VII. Acting in Good Faith 4

VIII. Confidentiality 4

IX. Handling of Reported Violations..... 4

X. Compliance Officer..... 5

I. General

Pacific Crest Youth Arts Organization (“Pacific Crest”) requires directors, officers, employees, contractors, volunteers, and program participants to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Pacific Crest, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

This Compliance and Ethics Reporting Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Pacific Crest can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, contractors, volunteers, and program participants to report concerns about violations of Pacific Crest’s code of ethics or suspected violations of law or regulations that govern Pacific Crest’s operations.

III. Retaliation

It is contrary to the values of Pacific Crest for anyone to retaliate against any board member, officer, employee, contractor, volunteer, or program participant - who in good faith reports an ethics or harassment violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Pacific Crest. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including dismissal or termination of employment.

IV. Reporting Procedure

Pacific Crest has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Pacific Crest Compliance Officer, Executive Director, Pacific Crest Board President, or any member of the Pacific Crest Board of Directors.

Supervisors and managers are required to report complaints or concerns about suspected ethical, harassment, and legal violations in writing to Pacific Crest’s Compliance Officer, who has the responsibility to investigate all reported complaints. Anyone with concerns or complaints may submit their concerns in writing to the organization’s Compliance Officer at ethics@pacific-crest.org. Reports may also be submitted via the web at <https://myprivatereport.com/pacific-crest>.

The Pacific Crest Compliance Officer and the Ethics Committee are responsible for ensuring that all complaints about unethical, harassment, or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

V. Mandated Reporters

While everyone should report suspected child abuse, The California Penal Code provides that it is a crime for certain professionals and laypersons who have a special working relationship of contact with children not to report suspected child abuse to the proper authorities. Pacific Crest administration and instructional staff, whether employee or contractor, are considered 'mandated reporters'. These professionals and laypersons shall report the known or suspected child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. California Penal Code 11172, subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.

VI. Accounting and Auditing Matters

The Pacific Crest Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

VII. 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 for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VIII. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

IX. Handling of Reported Violations

Pacific Crest's Compliance Officer will notify the person who submitted a complaint, if contact information was provided, and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

X. Compliance Officer

The Compliance Officer for Pacific Crest is appointed by the Board of Directors and authorized by an action of the Board. The Compliance Officer may be contacted at ethics@pacific-crest.org.