



Whistleblower Policy

Purpose

The Michigan Association of Collegiate Registrars and Admissions Officers, MACRAO, is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and MACRAO's commitment to open communication, this policy aims to provide an avenue for members to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing. This policy is intended to protect members who raise any concerns about MACRAO, including such things as incorrect financial reporting, unlawful activity and any other activities of a serious nature and then investigate their concerns.

Process for Raising a Concern

The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting and unethical or illegal conduct may be reported directly to the President. If the matter concerns the President, another member of the Board of Directors is to be contacted (refer to web site for current list). The earlier a concern is expressed, the easier it is to take action. Although a member is not expected to prove the truth of an allegation, they should be able to demonstrate to the person contacted that the report is being made in good faith.

How the Report of Concern Will Be Handled

The action taken by the Board of Directors in response to a report of concern under this policy will depend on the nature of the concern. All discussions will be kept completely confidential including the name of the person bringing the charges forward. They will then determine if further investigation is warranted, including hearing from the person accused of misconduct. After further investigation, the board will determine if the member should be issued a warning or if the member should be restricted from serving on a committee or a position on the board. Also, retaliation against anyone bringing forward a concern will not be tolerated and any member taking such action may also be either issued a warning or could be restricted from serving on a committee or a position on the Board of Directors.