

International Institute of St. Louis
Policy and Procedures
Staff Disclosure of Financial or Legal Irregularities

The Board of Directors of the International Institute of Metropolitan St. Louis (the Institute) as well as its executive staff is committed to conducting its business in accordance with the highest ethical, legal and moral standards.

Policy:

To that end, it is our policy to encourage any and all staff members to promptly report any instance where he or she has reasonable cause to believe that the Institute staff is currently or has in the past committed accounting regularities, embezzlement, or falsification of contracts. Specifically, employees are encouraged to raise issues about questionable accounting or auditing matters.

It is also the policy of the Board of Directors that:

1. No employee will be adversely affected as a result of raising such complaints;
2. Any person who discriminates or retaliates against an individual for raising any such issues will be dealt with appropriately, which may include termination of employment;
3. All complaints will be held in confidence to the extent practicable; and
4. Such complaints can be made anonymously or non-anonymously.

If the employee needs help in preparing the written complaint or the assistance of an interpreter, he or she may request such assistance from the President or Chair of the Board.

These policies as well as the following procedures are not intended to replace the complaint process relating to personnel grievances which is outlined in the Institute's Employee Handbook.

Procedures: Notification and Reporting Processes

Such complaints should be made in writing and directed to the Institute's President, unless the employee has concern that the President is potentially involved in the alleged wrongdoing. In such a case, the complaint should be directed to the Institute's Chair of the Board whose name and mailing address will be posted near the mail boxes in the administrative services area.

If a complaint is received, the President and/or designee of the Board of Directors will make appropriate investigations, come to conclusions, present the information to the Institute's Finance Committee, which also serves as its audit committee, which will take appropriate action(s) to remedy any problems when necessary.

Each year, a copy of this statement will routinely be distributed to all Institute employees at the time of receipt of their January paycheck. At that time, each employee will initial a roster indicating receipt of the statement.