



## **ALPHA EDUCATIONAL & LEADERSHIP FOUNDATION, INC.**

3370 Capital Circle N.E., Suite C-1, Tallahassee, Florida 32308 • (850) 296-7948

EIN: 59-3560158 • A 501(c)(3) Nonprofit Organization

# **Whistleblower Policy**

*Adopted: June 2026*

## **1. Purpose**

The Alpha Educational & Leadership Foundation, Inc. ("AELF") requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns internally so that the Foundation can address and correct inappropriate conduct and actions.

## **2. Reporting Responsibility**

It is the responsibility of all directors, officers, employees, and volunteers to report concerns about violations of the Foundation's Code of Conduct, suspected violations of law or regulations that govern AELF's operations, questionable accounting or auditing practices, or other misconduct.

## **3. No Retaliation**

No director, officer, employee, or volunteer who in good faith reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. An individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment, volunteer status, or board service.

## **4. Reporting Procedure**

Concerns may be reported confidentially to the Board Chair or the Treasurer, or by mailing a letter marked "Confidential" to the Foundation's office at 3370 Capital Circle N.E., Suite C-1, Tallahassee, Florida 32308. Concerns may also be submitted by email to [news@aelfoundation.org](mailto:news@aelfoundation.org) with the subject line "Confidential — Whistleblower."

## **5. Acting in Good Faith**

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations made maliciously or knowing them to be false will be viewed as a serious disciplinary offense.

## **6. Confidentiality**

Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **7. Handling of Reported Violations**

The Board Chair (or, where the concern involves the Chair, the Vice Chair or Treasurer) will notify the sender and acknowledge receipt of the reported violation within ten (10) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.