



Suspected Financial Misconduct and Dishonesty

Authority

The Board expects all Board members, Propel employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with Propel Schools to act with integrity, due diligence, and in accordance with the law in their duties involving Propel Schools' resources. The Board is entrusted with public funds, and no one connected with Propel Schools shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to Propel Schools.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of Propel Schools information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to Propel Schools.
8. Destruction, removal, or inappropriate use of Propel Schools records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized federal, state or local entities as required by law.



10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.

11. Other dishonest or fraudulent acts involving Propel Schools monies or resources.

Delegation of Responsibility

The Superintendent or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within Propel Schools, subject to review and approval by the Board.

Propel Schools administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to Propel Schools.

Reporting

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent.

If the report involves the Superintendent, the employee shall report his/her suspicions to the Board President who shall be responsible to conduct an investigation in place of the Superintendent.

An employee who suspects fraud, impropriety, or irregularity in regards to federal funds or programs shall immediately report his/her suspicions to the Office of the Inspector General. Any report made to the Superintendent or Board President involving federal funds or programs must be reported by the Superintendent/Board President to the Office of the Inspector General.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.



Investigation

The Superintendent shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall issue a report to the Board and designated individuals. The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board and Superintendent in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

Approved By	Date
Dr. Tina Chekan	10/23/23
Board of Trustees	10/23/23