

North Lakes Academy

Policy #: 302

Policy Name: Whistleblower

Adopted: June 8, 2010

Revised:

I. PURPOSE

The purpose of this policy is to provide a procedure for filing and addressing whistleblower complaints. North Lakes Academy (NLA) Charter School uses this policy as a tool to identify problems in order to create successes early on in the workplace, workforce, and leadership. NLA would rather employees and board members raised the matter when it is just a concern rather than wait for concrete proof. The methods outlined in this policy can strengthen and support a school culture of integrity, openness, transparency, and two-way communication.

II. LEGAL BASIS

Section 1107 of the Sarbanes Oxley Act provides that it is a crime to “retaliate against an individual for providing law enforcement authorities with truthful information relating to the commission, or possible commission, of any federal offense”.

III. REPORTING

- A. Employees and school board members are encouraged to report potential problems as soon as they arise.
- B. Reports may be received anonymously by placing them in the appropriate mailbox.
- C. Employees may make reports to key employees such as a director, board chair or business manager. Reports may also be made to the school board as a whole or an individual member of the school board, if other channels do not resolve the problem, or the circumstances warrant it.
- D. Reports may be verbal or written.

IV. PROTECTION

- A. Those who choose to report concerns in good faith, even if claims are unfounded, shall have protection from retaliation, including termination, demotion, suspension, relocation, harassment, and failure to consider the employee for promotion.
- B. School officials are prohibited from interfering with the right of an employee or board member to make a whistleblower complaint.
- C. This policy protects employees and school board members who refuse an illegal order.

- D. Employees who have complaints of retaliation for whistleblowing may report them to the school board or school director. If complaints of retaliation are not addressed, employees may report them to legal authorities.

V. RESPONSE AND RESOLUTION

- A. Once a report is received, the school director or board chair and a board member will investigate the concern.
- B. If the concern is valid, it will be corrected within a reasonable amount of time.
- C. If the concern is unfounded, the school must provide a record explaining why the corrections are not necessary.
- D. Once the problem is resolved, the whistleblower – if known – will be notified that the situation has been addressed. This does not mean that the whistleblower is entitled to specific details as to how the situation has been addressed.