

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

#4204 WHISTLEBLOWER PROTECTION

Purpose

This policy establishes the procedures at Entheos Academy intended to protect employees who express concerns to the Executive Director or designee, regarding occupational safety or health, or school financial matters.

Policy

- I. Entheos Academy requires their employees and volunteers to practice honesty and integrity in their job duties and comply with all applicable laws and regulations. Entheos Academy encourages the appropriate reporting of improper governmental actions by any school personnel and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with state regulations.
- I. Complaints regarding unlawful employment practices or policies, including harassment or sexual harassment, discrimination, retaliation, improper wage practices, violations of ethical conduct, or any other unlawful conduct, should be promptly reported.
- II. Whistleblower concerns include:
 - A. The submission of concerns regarding improper governmental actions, including questionable accounting or auditing matters, by employees on a confidential and anonymous basis;
 - B. The receipt, retention, and treatment of complaints received by Entheos Academy regarding accounting, internal controls, or auditing matters; and
 - C. The protection of reporters from retaliatory actions.
- III. Reporting Procedures for Whistleblowers:
 - A. A written report shall be made directly to the Executive Director or designee.
 1. If the subject of the concern is the Executive Director, the employee shall make their report the School Board Chair.
 - B. The Executive Director, or School Board Chair, shall notify the Governing Board.
 - C. The Executive Director, School Board Chair, will notify the reporter and acknowledge receipt of the concern within ten (10) business days, if possible.
 - D. The investigation, corrective action, and conclusion shall be documented in a written summary and preserved indefinitely.

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- E. The Executive Director, or School Board have the authority to retain legal counsel, accountants, private investigators, or any resource deemed necessary to conduct a complete investigation of the concerns.
- IV. Confidentiality:
- A. Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible;
 - B. However, the reporter's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to assure accused individuals their legal rights to defend.
- V. Retaliation Policy:
- A. This policy is intended to encourage and enable employees and volunteers to raise concerns within Entheos Academy for investigation and appropriate action.
 - B. With this goal in mind, no employee or volunteer who, in good faith, reports a concern shall be subject to retaliation or adverse employment action.
 - 1. Any person who so retaliates will be subject to disciplinary action, including termination of employment.
 - C. An individual who reports a concern who is not acting in good faith, does not have reasonable grounds for believing the information disclosed indicated an improper accounting or auditing practice, or who make unsubstantiated allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, including termination of employment.