

Title: Whistleblower Policy

Control Information

Control Item	Details
Owner/Curator	Melissa Harris
Document #	PolicyPR00048
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	10/09/2014
Consult and Notify	ICP, ED, HT, AA, All Staff

Revision History

Revision	Date	Revision Description	Originator
A	10/09/2014	Initial Release	Melissa Harris

1.1. Objective:

The objective of this policy is the following:

- 1.1.1. To encourage Board members, staff, volunteers and others to report suspected or actual occurrences of illegal, unethical or inappropriate conduct or events without fear of retribution.
- 1.1.2. To encourage and enable Board members, staff, volunteers and others to raise serious concerns internally so that MCCA can address and correct inappropriate conduct and actions.

1.2. Philosophy

Muddy Creek Charter School requires Board members, employees and volunteers to observe high standards of personal ethics in the conduct of their duties and responsibilities. As representatives of MCCA, Board members, employees and volunteers must practice honesty and integrity in fulfilling their responsibilities, comply with all applicable laws and regulations, and act in the best interests of the school and the students it serves. It is the responsibility of all Board members, employees and volunteers to report concerns about violations of MCCA's code of ethics or suspected violations of law or regulations that govern MCCA's operations.

1.3. Procedure:

- 1.3.1. If a Board member, employee or volunteer witnesses an actual event or has reasonable cause to believe that illegal, unethical or inappropriate conduct has occurred, the Whistleblower should promptly report the event to the Executive Director. Examples of events that should be reported include, but are not limited to:
 - All unlawful activities;
 - Incorrect financial reporting;
 - Financial fraud and/or money laundering;
 - Actions that are in violation of MCCA policies or procedures;
 - Activities that amount to serious improper conduct.
- 1.3.2. If the report concerns the Executive Director or extenuating circumstances make the

Whistleblower reluctant or unable to report to the Executive Director, the Whistleblower may report directly to the ICP Board.

- 1.3.3. The Whistleblower may choose to report the event anonymously. If the Whistleblower does not report anonymously, confidentiality with regard to the Whistleblower's identity is required.
- 1.3.4. The Executive Director and/or Board members who receive the report must promptly investigate the report and resolve the issue in a timely manner.
- 1.3.5. The Whistleblower shall receive a report within 10 business days of the initial report regarding the investigation, disposition or resolution of the issue.
- 1.3.6. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

1.4. Whistleblower Protection

- 1.4.1. The Whistleblower shall receive no retaliation or retribution for a report that was made in good faith. Examples of retaliation include, but are not limited to:
 - Termination of employment or position without proof of reasonable cause;
 - Demotion or reduction of responsibilities, benefits, pay or hours;
 - Harassment, verbal slander and/or blacklisting;
 - Intimidation;
 - Denial of overtime or promotion.
- 1.4.2. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, up to and including termination of Board member or employee status.
- 1.4.3. The identity of the Whistleblower, if known, shall remain confidential, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.
- 1.4.4. A Whistleblower who makes a report that is not done in good faith is subject to discipline, up to and including termination of Board member or employee status or other legal means to protect the reputation of the organization and members of its Board and staff.

1.5. Involvement of Law Enforcement or Other Outside Entity

- 1.5.1. Crimes against person or property, such as assault, rape, burglary, etc. should immediately be reported to local law enforcement personnel.
- 1.5.2. Financial misconduct shall be reported to the appropriate financial authorities.