 **No. 515**

**SECTION: OPERATIONS**

**TITLE: WHISTLEBLOWER**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

515. WHISTLEBLOWER

The Board is committed to promoting open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. Board members and employees are required to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Board finds that employees who in good faith report to the employer or cooperate in investigations of suspected fraud, financial improprieties, irregularities, or conflicts of interest should not be subject to discrimination or other adverse employment consequences.

The Whistleblower Law provides protection of employees against being discharged or discriminated against by reason of their filing good faith reports with an employer of suspected fraud, financial improprieties, irregularities, or conflicts of interest or cooperating in the investigation of such reports.

Good faith report - a report of conduct defined in this policy as suspected fraud, financial improprieties, irregularities, or conflicts of interest which is made without malice or consideration of personal benefit and which the person making the report has reasonable cause to believe is true.

Whistleblower - a person who witnesses or has evidence of suspected fraud, financial improprieties, irregularities, or conflicts of interest while employed and who makes a good faith report of the suspected fraud, financial improprieties, irregularities, or conflicts of interest, verbally or in writing, to one of the person’s superiors, to an agent of the employer or to an appropriate authority.

Employee Education

All current employees will receive a copy of this Policy.

All new employees will be required to sign a statement indicating that they have read and understand this policy as part of their orientation.

The school will annually inform all employees of this Policy and the identification of the Compliance Officer.

Protection Of Employees

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*Persons Not To Be Discharged –*

No employee may be discharged, threatened or otherwise discriminated or retaliated against regarding the employee’s compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or to an appropriate authority an instance of wrongdoing or waste.

*Discrimination Prohibited –*

No employee may be discharged, threatened or otherwise discriminated or retaliated against regarding the employee’s compensation, terms, conditions, location or privileges of employment because the employee is required by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

Acting In Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of Board policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

In order to maintain an educational environment that discourages and prohibits punitive action against whistleblowers, the Board directs the Principal/CEO act as the Compliance Officer.

The Compliance Officer shall receive written complaints from employees who allege that this policy has been violated. The Compliance Officer shall investigate these complaints and, within fifteen (15) days of receipt of the complaint, issue a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. A copy of the findings shall be provided to the complainant.

If the investigation results in finding that the complaint is factual and constitutes a violation of this policy, the school shall take prompt, corrective action to prevent reoccurrence of such action and to correct its affect on the complainant and others, if applicable.

Disciplinary action shall be consistent with Board policies and school procedures, applicable collective bargaining agreements, and state and federal laws.

References:

Whistleblower Law – 43 P.S. Sec. 1421 et seq.

Whistleblower Protection – 18 U.S.C. Sec. 1513

Board Policy – 317, 417, 517, 828