

THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



EXCELLENCE • CHARACTER • COURAGE • COMMITMENT

WHISTLEBLOWER POLICY

I. PURPOSE.

This Whistleblower Policy will serve to safeguard high standards of organizational and personal ethics at the Charter High School for Law and Social Justice (the “School”). It will encourage all trustees, officers, employees, and agents to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations. Toward that end, this policy addresses the submission by trustees, officers, employees and agents of complaints, concerns, and suspected violations with respect to one or more of the following matters:

- Questionable financial practices, including, but not limited to, the misuse of the School’s assets, the circumvention or attempted circumvention of accounting procedures or internal controls, or conduct that would otherwise constitute a violation of the School’s financial policies (a “Financial Allegation(s)”);
- Compliance with applicable legal and regulatory requirements (“Legal Allegation(s)”);
- A suspected or actual material violation of the terms of the School’s charter;
- A violation or suspected violation of the School’s conflict of interest policy; and
- A retaliatory act against an individual who reports a suspected violation of any of the above (“Retaliatory Act”).

II. RESPONSIBILITIES OF THE BOARD OF TRUSTEES WITH RESPECT TO SPECIFIED COMPLAINTS.

The Board of Trustees of the School (the “Board”) will receive, investigate, and take appropriate action on complaints and concerns (“Reports”) regarding potential Financial Allegations, Legal Allegations, and Retaliatory Acts.

III. PROCEDURES FOR MAKING COMPLAINTS/REPORTING VIOLATIONS.

Reports (complaints, concerns, and suspected violations) should be made to a member of the Board.

IV. PROCEDURES FOR RECEIVING REPORTS.

Any Report that is made directly to any trustee or officer of the Board, whether openly, confidentially or anonymously, will be promptly reported to the full Board. Concerns expressed anonymously will be investigated to the extent possible. However, anonymity could become an obstacle to full review and resolution of concern by the School and therefore an individual may be asked to provide certain additional identifying details in order for the School to conduct a thorough investigation of their allegations.

The Board will notify the complainant – if his/her identity is known – and acknowledge receipt of the Report within seven (7) days of receiving the Report.

Each Report forwarded to the Board, and each Report that is made directly to the Board – whether openly, confidentially, or anonymously – will be reviewed by the Board in a timely manner. The Board will have the discretion to consult with anyone who is not the subject of the allegation and may enlist appropriate support and expertise to assist the Board. The Board will determine whether to investigate the Report, taking into account the considerations set forth in Section V below.

If the Board determines that it should investigate the Report, the Board will promptly determine what professional assistance, if any, it needs in order to conduct the investigation. The Board will be free in its discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of results.

V. CONSIDERATIONS IN DETERMINING WHETHER THE BOARD SHOULD INVESTIGATE A REPORT.

In determining whether the Board should investigate a Report, the Board will consider, among any other factors that are appropriate under the circumstances, the following:

- Who is the alleged wrongdoer?
- How serious is the alleged wrongdoing?
- How credible is the allegation of wrongdoing?

VI. PROTECTION OF WHISTLEBLOWERS.

Non-retaliation.

The School, including the Board, and its officers, will not retaliate and will not tolerate any retaliation by any other person or group, directly or indirectly, against anyone who, in good faith, makes a Report or provides assistance to the Board or any other person or group, including any governmental, regulatory or law enforcement body, investigating a Report.

An officer, trustee, or employee who retaliates against someone who has reported a violation is subject to discipline up to and including removal from office or from the Board or termination of employment.

Confidentiality.

The School, including the Board, and the officers, will not unless compelled by judicial or other legal processes, reveal the identity of any person who makes a Report or provides assistance to the Board, including any governmental, regulatory, or law enforcement body, in investigating a Report and who, in each case, asks that his/her identity as the person who made such Report or provided assistance in connection with such Report remain confidential. The Board also will not make any effort or tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a report anonymously.

VII. RECORDS.

The School will retain for a period of seven (7) years all records relating to any Report and investigation. These will be kept confidential except upon a legally binding directive from a competent authority to disclose them.