



Snake River Montessori School
nurturing potential

POL - 19 Rev. 02

Whistleblower and Non-Retaliation Policy

Purpose

The purpose of this policy is to require directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibility.

Responsibility

The Board of Directors, the Administrative staff, the teachers, the parents, and the volunteers are responsible for this policy.

Description

The parties that are associated with SRMS must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. This policy together with the Whistleblower and Non-Retaliation procedure shall provide the framework which will govern this practice.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: July 20, 2016
Revised Date:
Review Date: July 2027

Whistleblower and Non-Retaliation Procedure

Scope:

This policy applies to all SRMS school board directors, the Head of School, employees and volunteers.

Definitions:

Retaliation is the act of seeking revenge upon another.

Violation is to disregard wrongfully, a breach or infringement, as of a law or rule.

Procedure:

No Retaliation

- No director, employee, volunteer, or contractor who in good faith reports a violation of ethics (be it personal or business), or the law shall suffer harassment, retaliation or adverse employment consequence.
- An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
- This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the SRMS organization.

Reporting Violations

- Directors, officers, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases employees and volunteers should report to the administrative director who would advise the executive committee of the school board.
- If an employee or volunteer is not comfortable speaking with the head of school or is not satisfied with the response, that employee or volunteer is encourage to report to any officer of the Board.

Acting in Good Faith

- Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated.
- Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of ethics (be it personal or business), or the law.
- Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

Confidentiality

- Upon the request of the complainant, SRMS will use its best efforts to protect the confidentiality of the complainant for any good faith report.
- Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously.
- Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

- All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
- The complainant will be informed that follow-up has or is occurring within ten business days after the executive committee of the school board has received the complaint or report.
- The School Board shall be informed of all such complaints or reports.