

**Whistleblower Protection**

**Policy 230**

**I. PURPOSE**

The purpose of this policy is to provide a procedure for filing and addressing whistleblower complaints. Lakes International Language Academy (the “school”) uses this policy as a tool to identify problems and successes in the workplace, workforce, and leadership early on. It is the school’s preference that these concerns be brought forward when they first arise rather than having one wait for concrete proof. The methods outlined in this policy can strengthen and support a school culture of integrity, openness, transparency, and two-way communication.

**II. LEGAL BASIS**

Section 1107 of the Sarbanes Oxley Act provides that it is a crime to “retaliate against an individual for providing law enforcement authorities with truthful information relating to the commission, or possible commission, of any federal offense”.

**III. REPORTING**

- a. Employees and school board members are encouraged to report potential problems as soon as they arise.
- b. Reports may be received anonymously by placing them in one of the two on-site lockboxes.
- c. Employees may make reports to key employees such as their leadership team, the finance department, the curriculum coordinator, or the school director. Reports may also be made to the school board or a member of the school board, if other channels do not resolve the problem, or the circumstances warrant it. For instance, complaints of a financial nature should be brought to the school board’s finance committee.
- d. Reports may be verbal or written.
- e. Anyone receiving such a report must convey said report to the human rights officer (or School Board Chair) for follow up - except in a case where the complaint is against the board chair. In that case, the report should be taken to the Director who’s responsibility it is to bring before the school board.

#### IV. PROTECTION

- a. Those who choose to report concerns in good faith, even if claims are unfounded, shall have protection from retaliation, including termination, demotion, suspension, relocation, harassment, and failure to consider the employee for promotion.
- b. School officials are prohibited from interfering with the right of an employee or board member to make a whistleblower complaint.
- c. This policy protects employees and school board members who refuse an illegal order.
- d. Employees who have complaints of retaliation for whistle blowing may report them to the school board or school director. If complaints of retaliation are not addressed, employees may report them to legal authorities.

#### V. RESPONSE AND RESOLUTION

- a. Once a report is received, the school will investigate the concern.
- b. If the concern is valid, it will be corrected within a reasonable amount of time.
- c. If the concern is unfounded, the school must provide a record explaining why the corrections are not necessary.