

## **ANTI-RETALIATION POLICY (Example)**

### **General**

The School recognizes that its employees are often the best source of feedback about its operations. Our staff members are uniquely placed to see how we provide our products and services, how we interface with families, and conduct our internal governance and operations.

The School is committed to maintaining a workplace where employees and contractors feel free to raise questions and concerns about the School's business. It understands that staff will not raise concerns if the individual is subjected to harassment, intimidation, retaliation or discrimination as a result. It is therefore the School's policy that it will not tolerate reprisals against staff or contractors for raising issues of concern.

### **Reporting Violations**

If any employee or contractor reasonably believes that some policy, practice, or activity of the School is in violation of a law, rule, regulation, code of ethics, or a clear mandate of public policy, or he/she feels another employee, contractor or trustee has violated a School policy or a law, rule or regulations, the employee or contractor must report such violation to his or her supervisor or to the Head of School. In the case where the concern involves the Head of School, the individual should bring the matter to the attention of the Board Chair. Employees and contractors must exercise sound judgment to avoid baseless allegations. An employee or contractor who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

### **No Retaliation**

The School will not retaliate against any employee or contractor who, in good faith, raises a complaint, discloses, or threatens to disclose truthful information regarding some practice, policy, or activity of the School or employee, contractor or trustee of the School that the employee or contractor reasonably believes violates a law, rule, or regulation, or a School policy, or a clear mandate of public policy, to: (1) a supervisor; (2) an individual with authority to investigate, discover or terminate misconduct; or (3) a law-enforcement officer or public body. The School will also not retaliate against any employee or contractor who participates in an investigation relating to some practice, policy, or activity of the School or employee or contractor of the School that is, or is suspected to be, in violation of a law, rule, regulation, a School policy, or a clear mandate of public policy.

Retaliation includes discharge, demotion, suspension, threats, harassment, or any adverse employment action. Any whistleblower who believes that he or she is being

subject to retaliation as a result of whistle-blowing activities must contact their supervisor or the Head of School or the Board Chair immediately. Any employee or contractor whom the School believes to have engaged in such retaliation will be subject to discipline, up to and including termination.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible. However, the identity of a person may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide the School and/or accused individuals their legal rights of defense.

#### Investigation

The Executive Committee of the Board of Trustees is responsible for investigating and resolving all internal complaints and allegations of financial or accounting impropriety made under this policy. All other complaints will be investigated by the Head of School or by a designee of the Board Chair.