



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Whistleblower Protection
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Author/Cabinet Approval:	Director of Human Resources

## INTRODUCTION

A whistleblower as defined by this policy is an employee of The Classical Academy who reports a policy, practice, or activity that he/she reasonably believes to be illegal. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate supervisors and or school officials are charged with these responsibilities.

If an employee has knowledge of or a concern about illegal activity by The Classical Academy, the employee is to contact his/her immediate supervisor or the Human Resources Director. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination of employment.

The Classical Academy will not retaliate against whistleblowers and, insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Whistleblower protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action. Whistleblower complaints may be submitted to The Classical Academy Board of Directors, if appropriate, and the Human Resources Director will advise the board of any ongoing whistleblower investigations. Employees with any questions regarding this policy should contact the Director of Human Resources.

### **Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
1/12/2015	Policy created.	Director of Human Resources
4/7/2015	Policy revised.	Director of Human Resources