

WHISTLEBLOWER POLICY

Date Revised: 9/17/2019

Date Approved: 11/16/2011

Approved by: Board of Directors

Section: Human Resources

Suggestions, Complaint and Whistleblower Policy

Laura Jeffrey Academy expects and receives the highest ethical performance from its staff, in an effort to carry out its educational mission. LJA also strives to ensure that its workplace and equipment are maintained to provide a safe environment for its staff, visitors and volunteers. Further, LJA strives for transparency and works to improve. For these reasons, we like to hear ideas and suggestions for improving our operations and our workplace.

If you think your ideas will save money, reduce waste, increase productivity, or make jobs any easier, we would like to know about them. You are encouraged to talk with a member of the Leadership Team about any suggestions, problems or complaints that might arise concerning work-related matters. In particular, if you become aware of any situation or condition that appears to you to be unsafe or you believe in good faith that it violates a law or regulation applicable to LJA, you should report the situation to a member of the Leadership Team. If you are uncomfortable submitting to the Leadership Team you may take the complaint to the School Board Chairperson. While suggestions for improvement do not need to be in writing, LJA prefers that you document problems or complaints, and that Leadership Team document their response and/or action with regard to it. If a matter is not resolved by the Leadership Team, an employee may submit a written complaint to the School Board Chairperson.

No retaliation will occur against any employee who provides information as described in this policy. No retaliation will occur against any employee who refuses to comply with direction from a supervisor, if she or he believes that the direction violates applicable laws or regulations and states that reason in refusing to comply. No retaliation will occur against any employee who is requested to participate in a hearing or investigation regarding Laura Jeffrey Academy by a public body or office.