

Adopted: Nov. 19, 2011

## **WHISTLEBLOWERS**

### **I. PURPOSE**

SRMCS is committed to providing the best possible climate for maximum development and goal achievement for all employees. SRMCS's practice is to treat each employee as an individual. SRMCS seeks to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, SRMCS provides a comfortable and progressive workplace. Most importantly, SRMCS has a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. SRMCS takes into account individual circumstances and the individual employee.

SRMCS firmly believes that with direct communication, all employees can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

SRMCS has traditionally demanded and received the highest ethical performance from its directors and staff. As employees and representatives of SRMCS, SRMCS must practice honesty and integrity in fulfilling the school's responsibilities and comply with all applicable laws and regulations. SRMCS also strives to ensure that its workplace and equipment are maintained so as to provide a safe environment for its students, staff, visitors and volunteers. Further, SRMCS is always looking for a better way of doing every job. For these reasons, SRMCS likes to hear the employees' ideas and suggestions.

### **II. GENERAL STATEMENT OF POLICY**

It is the responsibility of all employees and directors to report violations or suspected violations in accordance with this Whistleblower Policy.

### **III. GUIDELINES**

#### **A. Definitions**

The term *whistleblower* refers to a director or employee who in good faith reports an ethics violation

#### **B. Activities**

##### **1.No Retaliations**

No whistleblower 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. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SRMCS prior to seeking resolution outside SRMCS.

## 2. Reporting Violations

SRMCS encourages employees to bring their questions, suggestions and complaints to our attention. SRMCS will carefully consider each of these in its continuing effort to improve operations.

If an employee feels (s)he has a problem, present the situation to his/her immediate supervisor so that the problem can be settled by examination and discussion of the facts. SRMCS hopes that your immediate supervisor is able to satisfactorily resolve most matters.

If (s)he still has questions after meeting with the immediate supervisor or if (s)he would like further clarification on the matter, request a meeting with the school director. (S)he will review the issues and meet with the employee to discuss possible solutions.

Finally, if the employee still believes that his/her problem has not been fairly or fully addressed, request a meeting with any member of the Board of Directors.

Employee suggestions and comments on any subject are important, and SRMCS encourages employees to take every opportunity to discuss them with us. Employees jobs will not be adversely affected in any way because (s)he choose to use this procedure.

## 3. Acting in Good Faith

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. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence.

## 4. Confidentiality

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.

## 5. Handling of Reported Violations

The Director or School Board Chairperson will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.