



Whistleblower Policy

Ancillae-Assumpta Academy is dedicated to the highest standards of ethical conduct, professionalism and high quality in education, administration, and service activities. These concepts are constant priorities that are upheld in the behavior of each individual associated with Ancillae-Assumpta Academy.

The Academy welcomes and encourages the reporting of policy compliance concerns. Reporting assists in the Academy's obligation to embrace the concepts noted above as well as to maintain compliance with all laws, regulations, standards, policies and procedures. This Policy applies to all trustees, faculty, staff, volunteers, or those doing business with Ancillae-Assumpta Academy. Any such individual is encouraged to, in good faith, report anything he or she believes evidences a (1) violation of law, (2) violation of school policy, (3) mismanagement, (4) waste of school funds, or (5) an abuse of authority, collectively referred to herein as "alleged wrongful conduct."

1. What types of violations or suspected violations are covered by this Whistleblower Policy?

We strongly encourage the prompt reporting of any of the following violations or suspected violations: questionable accounting, internal accounting controls, or auditing matters; violations of local, state, or federal laws or regulations; violations of Ancillae-Assumpta Academy's Code of Business Conduct and Ethics. All employees are Mandated Reporters in cases of suspected child abuse/endorsement and must adhere to the current reporting requirements.

2. How do I report a Violation?

Employees are strongly encouraged to raise their concerns about violations or suspected violations by submitting them in the form of a complaint to the Director. However, if for any reason an employee is not comfortable speaking to the Director or does not believe the issue is being properly addressed, the employee may contact the Chair of the Board of Trustees. All complaints should be in writing and should include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this Whistleblower Policy.

To facilitate the investigation of the complaint, the complaint should include contact information for the person making the complaint. Reports of concerns and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed. An employee submitting a complaint on a confidential, anonymous basis is not required to include contact information, but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.

3. How will reported Violations be investigated?



Ancillae-Assumpta Academy will assess every complaint submitted under this Whistleblower Policy and determine the appropriate next steps, including investigation and resulting corrective and/or disciplinary actions, if appropriate. Matters reported internally will be assessed by the Director to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The Director will issue a full report of all matters raised under this policy to the appropriate committee of the Board.

4. Will my employment be terminated if I report a Violation under this Whistleblower Policy?

This Whistleblower policy is intended to encourage all employees to raise serious concerns within Ancillae-Assumpta Academy for investigation and appropriate action. With this goal in mind, Ancillae-Assumpta Academy DOES NOT permit retaliation (for example, disciplinary action, demotion, or job termination) or discrimination of any kind against any individual who submits, in good faith, a complaint under this Whistleblower Policy. Any individual who believes he or she is being retaliated against should immediately bring the matter to the attention of the Director. Moreover, an individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment. At the same time, employees are expected to act in good faith. Good faith means that the employee has reasonable grounds for believing the matter raised is a Violation. Reports made not in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may give rise to other actions, including civil or criminal lawsuits.

Effective: 07/01/2020

Revised: