

WHISTLEBLOWER PROTECTION

The School Corporation investigates allegations of violations of federal law or regulation; state law or rule; ordinance of political subdivision; and Board of Education policy or administrative guidelines, as well as allegations of misuse of public resources. The Corporation Policy on Whistleblower Protection, A175, can be found on the Corporation's website. Board members, Corporation employees, and independent contractors are required to make a written report within a reasonable time (no more than 30 calendar days) after any violation is suspected by the reporting individual. Such reports should be made on the following form (A175-E).

The Corporation's ability to investigate an allegation is dependent upon the complainant or whistleblower providing as much evidence as possible to corroborate any allegations. Such evidence may include documents, witnesses, and other specific and relevant information. In addition, it is helpful for the description to include *who* is involved, *what* specific improper actions were taken and *what* relevant documents and witnesses may exist, *where* the action(s) occurred, *when* the actions occurred, and *how* the action was able to occur (lack of controls, circumvention of controls, etc.).

Any individual who suspects a violation should email this completed form (with subject line "Confidential") as an attachment, or mail in an envelope marked "Confidential" to the individual's immediate supervisor, superintendent, another central office administrator, or, if the allegation involves the superintendent, to a member of the Board of Education. If in doubt about where to direct a report, a reporter can default to submitting a written report to the Human Resources Specialist at any time.

Individuals who file a report are to be protected from retaliation and all reasonable attempts will be made to keep the identity of reporters confidential to the extent feasible.

Revised: November 8, 2021