



Moving Everest Charter School

Whistleblower Policy

Employees must observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. For this reason, employees, with reasonable grounds, are encouraged to report violations or suspected violations of state or federal law as well as violations or suspected violations of Moving Everest Charter School policies. Examples of matters which should be reported include awareness of false or misleading information in Moving Everest Charter School's financial statements or other public or legal documents, situations where false information is provided to or withheld from auditors or government officials, forgery or alteration of documents, misappropriation or misuse of Moving Everest Charter School's supplies, funds or other assets, or authorizing or receiving compensation for goods or services not received.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. Another employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. An employee, however, may not make an allegation regarding unlawful or unethical behavior that is without foundation or knowingly false. If an employee makes an allegation in this manner, Moving Everest Charter School will view this as a serious disciplinary offense.

Reporting Violations

Employees are encouraged to report unlawful or unethical conduct to their Principal, Assistant Principal, the Director of Operations & Compliance, and the Executive Director. Supervisors shall, upon receipt of a report of unlawful or unethical conduct, immediately report such acts to their Supervisor. In order to facilitate the reporting of suspected misconduct, the Executive Director can be contacted directly at 630.200.6747 to report suspected misconduct at any level of the organization. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.