



Cabrillo Point Academy

Whistleblower Policy

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WHISTLEBLOWER POLICY

Cabrillo Point Academy is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including, but not limited to, federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Cabrillo Point Academy policy, specifically the policies contained in Cabrillo Point Academy Employee Handbook.

The purpose of the Cabrillo Point Academy Governing Board approving this Whistleblower Policy is to accomplish the following:

- Identify Who to Report Suspected Violations to
- Establish the Prohibition of Retaliation and the Consequences for Retaliation
- Identify Who to Report Suspected Retaliation to
- Establish Investigation Procedures

Who to Report Suspected Violations To

An employee who wishes to report a suspected violation of law relating to complaints that are not included in the Cabrillo Point Academy Uniform Complaint Procedures Policy or Cabrillo Point Academy policy may do so confidentially by contacting any of the following individuals: a supervisor, a member of the leadership team or the Director of Human Resources.

Retaliation and The Consequences for Retaliation

Cabrillo Point Academy expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Cabrillo Point Academy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Who to Report Suspected Retaliation To

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, or the Deputy Executive Director. Any supervisor, manager, or Human Resources staff that receives complaints of retaliation must immediately inform the Executive Director, or the Deputy Executive Director.

Investigation Procedures

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Executive Director or Deputy Executive Director and a member of Cabrillo Point Academy management

will conduct or designate other internal or external parties to conduct the investigations. If the complaint involves allegations against the Executive Director or Deputy Executive Director, the recipient of the whistleblower complaint shall contact the chairperson of the Board of Directors to designate an appropriate internal or external party to conduct the investigation. The investigating parties will notify the concerned individuals of their findings directly.