



Whistleblower Policy

The Cottonwood School 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 The Cottonwood School policy, specifically the policies contained in The Cottonwood School Employee Handbook.

The purpose of The Cottonwood School Governing Board approving this Whistleblower Policy is to accomplish the following:

1. Identify Who to Report Suspected Violations to
2. Establish the Prohibition of Retaliation and the Consequences for Retaliation
3. Identify Who to Report Suspected Retaliation to
4. Establish Investigation Procedures

- 1. Who to Report Suspected Violations to:** An employee who wishes to report a suspected violation of law or The Cottonwood School 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.
- 2. Retaliation and The Consequences for Retaliation:** The Cottonwood School 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 The Cottonwood School. Any employee who engages in retaliation will be subject to discipline, up to and including termination.
- 3. 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 Inspire Executive Director, or the Inspire Deputy Executive Director. Any supervisor, manager, or Human Resources staff that receives complaints of retaliation must immediately inform the Inspire Executive Director, or the Inspire Deputy Executive Director.
- 4. 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 ICS management will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.