Whistleblower Protection Policy

V.I.B.E.S Public Charter School requires its directors, officers, employees and third party contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives (including independent contractors) of V.I.B.E.S. Public Charter School, must practice integrity in fulfilling the responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that V.I.B.E.S. Public Charter School can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees, contractors, and volunteers to report concerns about violations of V.I.B.E.S. Public Charter School’s code of ethics or suspected violations of law or regulations that govern V.I.B.E.S. Public Charter School’s operations.

No Retaliation: It is contrary to the values of V.I.B.E.S Public Charter School for anyone to retaliate against any Board member, officer, contractor, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of V.I.B.E.S. Public Charter School. An employee or contractor who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and/or contract.

Reporting Procedure: V.I.B.E.S. Public Charter School has a policy and suggests that employees share their serious concerns within the scope of this Whistleblower Policy with their immediate supervisor. If an employee or contractor is not comfortable speaking with his/her supervisor or is not satisfied with his/her supervisor’s response, the employee or contractor is encouraged to speak with the School Director (unless the School Director is the individual suspected of ethical violations or other wrong-doing within the scope of this Whistleblower Policy). School administrators or contractors handling administrative roles are required to report serious complaints or concerns about suspected ethical and legal violations in writing to the V.I.B.E.S. Public Charter School’s Compliance Officer, who has the responsibility to investigate all reported complaints. Employees or contractors with concerns or complaints may also submit their concerns in writing directly to their supervisor or the School Director or the school’s Compliance Officer.

Compliance Officer: The V.I.B.E.S. Public Charter School’s Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will notify the School Director of all complaints within the scope of this Whistleblower Policy (unless the School Director is the individual suspected of ethical violations or other wrong-doing within the scope of this Whistleblower Policy). The Compliance Officer will keep a written record of all complaints and their resolution and will report at least annually to the full Board on all complaints and investigative findings of suspected and substantiated egregious improprieties within the scope of this Whistleblower Policy. The Compliance Officer will be appointed by the Board of Directors and should be someone with a strong background in Human Resources Law, including FLMA, FLSA, and Oregon State Labor Law.
**Accounting and Auditing Matters:** The V.I.B.E.S Public Charter School Compliance Officer shall immediately notify the Finance, Audit, & Budget Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith:** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations:** The V.I.B.E.S. public charter school’s Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:** The Compliance Officer will investigate and respond to complaints. The School Director may function as the Compliance Officer for complaints related to employees or contractors. A designated Board member will function as the Compliance Officer for complaints related to the Administrator or Board member(s).