

Adopted: 04/2025 (first reading)
Revised: _____

NASHA SHKOLA POLICY No. 7.17 WISTLEBLOWER PROTECTION POLICY

I. PURPOSE

The purpose of this policy is to outline the conduct protected by the whistleblower law in Minnesota (Minn. Stat. §181.932), and to identify the procedures for reporting suspected violations of law.

II. GENERAL STATEMENT OF POLICY

It is the policy of Nasha Shkola Charter School (NSCS) to fully comply with state and federal law regarding protection for individuals who report a violation or suspected violation of any federal or state law, or rule adopted pursuant to law.

III. DEFINITIONS

“Whistleblower” refers to a school board member or employee who, in good faith, reports an ethics violation.

IV. REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that NSCS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of NSCS’s code of ethics or suspected violations of law or regulations that govern NSCS’s operations.

V. RETALIATION PROHIBITED

It is contrary to the values of NSCS for anyone to retaliate against any board member, officer, 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 NSCS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

VI. REPORTING PROCEDURE

NSCS has an open door policy and encourages employees to share their questions,

concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's direct supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with a supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with a school board member. Supervisors are required to report suspected violations of this policy to school board members, who have the responsibility to investigate all reported violations. For suspected fraud, or when an employee is not comfortable with this open door policy, individuals should contact NSCS's Board Chair directly.

The NSCS's Executive Director/School Board Chair 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.

VII. INDIVIDUAL RESPONSIBLE FOR INVESTIGATION

NSCS board members are responsible for investigating and resolving all reported complaints and allegations concerning violations of this policy and shall advise the Board Chair and/or form a committee.

VIII. ACCOUNTING AND AUDITING MATTERS

The school board treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Director shall immediately notify the school board treasurer of any such complaint and work with the committee until the matter is resolved.

IX. 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.

X. 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.

*Compliance Officer: {Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}