



Whistleblower Policy

It is the policy of Lick-Wilmerding High School that Board Members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within the School, that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls and auditing matters. It is further the policy of the School that it will not retaliate against you making such allegations of alleged misconduct existing within the School that the individual reasonably believes constitutes a violation of the School's stated policies, procedures or legal obligations. An individual who retaliates against an individual for making such a disclosure may be suspended, terminated, or removed from campus or any other action the School deems necessary.

An employee, volunteer, student, vendor, alumni or applicant shall disclose all relevant information regarding evidenced misconduct to the Head of School. Complaints involving the Head of School may be brought to the President of the Board of Trustees. Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. An individual may also bring such a complaint or provide any information relating to the complaint to any government or law enforcement agency, such as the California Attorney General.

The California Attorney General has established a confidential Whistleblower Hotline at 800.952.5225 to receive calls regarding possible violations as mentioned above, or you may choose to report directly to the appropriate state or local agency. The School will not retaliate against an individual who, in good faith, has raised a complaint against some practice of the School; on the basis of a reasonable belief that the practice is in violation of the law.

Grievance and Complaint Procedure

Our experience has shown when employees and administration deal openly and directly, the work environment can be excellent, communications can be clear,



and behavior can be positive. We believe the School amply demonstrates its commitment to employees by responding effectively to employee concerns. It is the desire of Lick-Wilmerding to maintain employee satisfaction at all times. In order to minimize the possibility of misunderstanding, an employee is requested to discuss any problem, grievance, or complaint with the Human Resources Manager as soon as possible after it arises. If the employee does not promptly receive a satisfactory response from the Human Resources Manager and the employee wishes to appeal the matter, such as disciplinary penalties or working conditions, the employee can formalize his/her complaint by following the three-step grievance procedure outlined below:

§ Step One:

Complete the Grievance Report and submit it to the [CFOO](#).

§ Step Two:

Discuss the grievance with the CFOO.

§ Step Three:

If the problem cannot be resolved with the Human Resources Manager, it should be discussed with the [Head of School](#).

The Grievance Report form can be obtained from the [Human Resources Manager](#).