Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

WHISTLEBLOWER POLICY

Samueli Academy requires its trustees, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of Samueli Academy, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that Samueli Academy has a governance and accountability structure that supports its mission, and to encourage and enable trustees, officers, employees, and volunteers of Samueli Academy to raise serious concerns about the occurrence of illegal or unethical actions within Samueli Academy before turning to outside parties for resolution.

All trustees, officers, employees, and volunteers of Samueli Academy have a responsibility to report any action or suspected action taken within Samueli Academy that is illegal, unethical or violates any adopted policy of Samueli Academy or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to Samueli Academy or any individual at Samueli Academy and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Any employee who knows or has a reasonable belief that persons associated with Samueli Academy plans to engage or has engaged in illegal or unethical conduct in connection with the finances or other aspects of the School's operations, should immediately file a "Complaint" using the School's Internal Complaint Form in the Employee Handbook, Appendix B.

Approved 01/28/2020