

LIONSGATE ACADEMY

515 WHISTLEBLOWER

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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 Lionsgate Academy to fully comply with state and federal law regarding protection for whistleblowers, defined by this policy as individuals who report a violation or suspected violation of any federal or state law, or rule adopted pursuant to law.

III. PROTECTIONS FOR EMPLOYEES MAKING GOOD FAITH REPORTS

Lionsgate Academy shall not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

- A. The employee, or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to the Lionsgate Academy School Board or executive director, or to any governmental body or law enforcement official;
- B. The employee is requested by Lionsgate Academy School Board or Director to participate in an investigation, hearing, inquiry;
- C. The employee refuses an order from the Lionsgate Academy School Board or Director, or the employee's supervisor, to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason;
- D. The employee, in good faith, reports a situation in which the quality of health care services provided by Lionsgate Academy staff or contractor violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm.

IV. RETALIATION PROHIBITED

No director, officer or employee who takes action as described above shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is

intended to encourage and enable employees and others to raise serious concerns within Lionsgate Academy.

V. REPORTING VIOLATIONS

If an employee has knowledge of violation or suspected violation of any federal or state law, or rule adopted pursuant to law, the employee should report this to the Director of Human Resources, Executive Director or member of the School Board of Directors.

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

The individual making the report is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

VI. ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of any federal or state law, or rule adopted pursuant to law, must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a legal 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.

VII. CONFIDENTIALITY

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

References

Minn Statute 181.932 DISCLOSURE OF INFORMATION BY EMPLOYEES.