

Making Community Connections Charter School (MC²) requires trustees, officers, directors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of MC², we must practice honesty and integrity in fulfilling our 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 MC² can address and correct inappropriate conduct and actions. It is the responsibility of all board trustees, officers, employees, and volunteers to report concerns about violations of MC²'s suspected violations of law or regulations that govern MC²'s operations.

No Retaliation

It is contrary to the values of MC² for anyone to retaliate against any board trustee, 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 MC². 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.

Reporting Procedure

MC² has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If an employee is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, the employee is encouraged to speak with the CEO. If the concerns is about the CEO, the employee should speak with the Board Chair. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to MC²'s CEO, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the CEO.

Compliance Officer

MC²'s CEO serves as the organization's Compliance Officer, and is responsible for ensuring all complaints about unethical or illegal conduct are investigated and resolved. The CEO will advise the MC² Board of Trustees of all complaints and their resolution and will report at least annually to the MC² Board Financial Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

MC²'s CEO shall immediately notify the Finance Committee of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the Committee until the matter is resolved.

Legal Reference: RSA 275-E Whistleblowers' Protection Act

Date Adopted: March 16, 2020

Revision Dates:

Last Review Date: