



Acton Chinese Language School
P. O. Box 2239
Acton, MA 01720-6239

Whistleblower Policies

(Version 2. Approved by the Board of Directors on Feb. 28, 2024)

The general purpose of this policy is to protect any ACTON CHINESE LANGUAGE SCHOOL independent consultants or other member of the ACTON CHINESE LANGUAGE SCHOOL community (hereinafter "Individuals") who makes a good faith disclosure of suspected wrongful conduct. More specifically it:

- encourages an atmosphere that allows individuals to meet their obligations to disclose violations of law and serious breaches of conduct covered by school policies
- informs individuals how allegations of wrongful conduct may be disclosed
- protects individuals from reprisal by adverse academic or employment action taken within ACTON CHINESE LANGUAGE SCHOOL independent consultants as a result of having disclosed wrongful conduct
- provides individuals who believe they have been subject to reprisal a process to seek relief from retaliatory acts that fall within the authority of ACTON CHINESE LANGUAGE SCHOOL independent consultants

Statement of Policy

Individuals are expected to abide by state and federal laws and regulations as well as the school's policies. Furthermore, an ACTON CHINESE LANGUAGE SCHOOL independent consultant cannot be compelled by a supervisor or school official to violate a law or the school's policy. In the interest of the school, Individuals who have knowledge of specific acts which he or she reasonably believes violates the law or school policy must disclose those acts to an appropriate school official.

This policy supplements the existing Massachusetts state statutes and protects reporting Individuals who make a good faith report (as defined in section 2.0 of this policy) from retaliatory academic or employment action including discharge, reassignment, demotion, suspension, harassment, or other discrimination.

The school shall devise procedures for handling a Good Faith Report of Wrongful Conduct and for responding to complaints of reprisal or retaliation against Individuals making such reports. Such procedures shall conform to the guidelines detailed below. These procedures should be published in school's independent consultant handbooks, as well as on applicable websites.

Wrongful Conduct/ Good Faith Report

"Wrongful Conduct" is defined in this policy to be:

- a violation of applicable state and/or federal laws and regulations • a serious violation of school policy
- the use of School property, resources, or authority for personal gain or other non school-related purpose except as provided under school policy

"Good Faith Report" is defined in this policy to be an allegation of Wrongful Conduct made by Individual who believes that Wrongful Conduct may have occurred. However, an allegation is not in Good Faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

Making Disclosures

If the school has existing policies and procedures for maintaining standards of conduct and disclosing Wrongful Conduct, those policies should be followed to disclose such Wrongful Conduct.

Current school policies should be used to report any wrongful conduct covered by those policies. Unless the complainant believes the responsible office may be involved, other instances of wrongful conduct should be reported to the ethic committee of the Board of Directors responsible for the policy area.

Complaints of Reprisal

Individuals who have been subjected to an adverse employment action based on his or her Good Faith Report of alleged Wrongful Conduct may contest the action by filing a written complaint of reprisal with the Board of Directors

Nothing in this policy is intended to interfere with legitimate employment decisions.