

APPLETREE EARLY LEARNING PUBLIC CHARTER SCHOOL

WHISTLEBLOWER POLICY

APPLETREE EARLY LEARNING PCS is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure where employees may report an action that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter related to APPLETREE EARLY LEARNING PCS's business and does not relate to private acts of an individual not connected to the business of APPLETREE EARLY LEARNING PCS.

If an employee has a reasonable belief that an employee or APPLETREE EARLY LEARNING PCS has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to their campus Principal. If the employee does not feel comfortable reporting the information to their campus Principal, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Board Chairman. Information on how to reach the Board Chair will be provided in the Employee Handbook.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, APPLETREE EARLY LEARNING PCS will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

APPLETREE EARLY LEARNING PCS will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

APPLETREE EARLY LEARNING PCS may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, APPLETREE EARLY LEARNING PCS will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by APPLETREE EARLY LEARNING PCS or any of its employees of a violation of any applicable law or regulation.

Supervisors will be trained on this policy and the APPLETREE EARLY LEARNING PCS prohibition against retaliation in accordance with this policy. The Board of Directors will be notified any time the whistleblower policy is referenced when an employee reasonably believes a law or regulation has been violated that constitutes fraudulent accounting or other practices.