



The Montessori School of Pullman

115 NW State St, Suite 112
Pullman, WA 99163



pullmanmontessori.org
509.334.4114

Whistleblower and Non-Retaliation Policy

I. General

The Montessori School of Pullman policies and procedures requires directors, officers, employees, parents and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors and employees of the Montessori School of Pullman, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, employees, parents/guardians and volunteers to comply with and to report violations or suspected violations of the Montessori School of Pullman policies, practices or laws in accordance with this policy.

III. No Retaliation

No director, officer, employee, parent/guardian or volunteer who in good faith reports a violation of Montessori School of Pullman policies, practices or law shall suffer harassment, retaliation or adverse employment consequences. 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.

IV. Reporting Violations

Directors, officers, employees, parents and volunteers should share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, employees, parents and volunteers should report such matters to the Montessori School of Pullman Director. If an employee, parent or volunteer is not comfortable speaking with the Director or is not satisfied with the response, that employee, parent or volunteer is encouraged to report to the Montessori School of Pullman Board President and/or member representatives to the board.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Montessori School of Pullman policy, practice, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, Montessori School of Pullman will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Director or Board President has received the complaint or report. The full board shall be informed of all such complaints or reports.

Parent/Guardian Signature: _____ Date: _____