



LANSING CHRISTIAN SCHOOL  
FOUNDATION

## WHISTLEBLOWER AND NON-RETIALIATION POLICY

A whistleblower as defined by this policy is an employee of the Foundation who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate foundation or law enforcement officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed; and other fraudulent financial reporting.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact the President of the Board whose contact information is available on the foundation website.

Due to the serious and sensitive nature of such complaints, the employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or knowingly files a false report of wrongdoing will be subject to corrective action up to and including discharge.

### **Confidentiality**

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. 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.

### **Retaliation Protection**

The foundation will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the President of the Board immediately.

The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the President of the Board, who is responsible for investigating and coordinating corrective action.

*Approved by LCS Foundation Board 10/1/09*