

Policy 104 SUGGESTIONS, PROBLEM SOLVING AND WHISTLEBLOWER POLICY**PURPOSE**

Achieve Language Academy has traditionally demanded and received the highest ethical performance from its staff, in an effort to carry out its charitable mission. Achieve also strives to ensure that its workplace and equipment are maintained so as to provide a safe environment for its staff, students, parents, visitors and volunteers. Further, Achieve is always looking for a better way of doing every job. For these reasons, ALA like to hear all ideas and suggestions for improving our operations and our workplace.

GENERAL STATEMENT OF POLICY

Ideas that will save money, reduce waste, increase productivity, or make jobs easier would be helpful. Staff is encouraged to talk with the Administrator about any suggestions, problems or complaints that might arise concerning work-related matters. In particular, if any situation or condition is found that appears to be unsafe or a staff member believes in good faith that it violates a law or regulation applicable to Achieve, should be reported to the Administrator. While suggestions for improvement do not need to be in writing, Achieve prefers that problems or complaints are document. If a matter is not resolved by the Administrator, or if a complaint concerns the Administrator, an employee may submit a written complaint to the Chair of the Achieve Board of Directors. The Chair of the Board will respond to the complaint, after taking action that she/he deems appropriate to investigate its merits, which may include involving one or more other Board members in addressing the issues presented in the complaint. The response of the Chair of the Board is final.

No retaliation will occur against any employee who provides information as described in this policy. No retaliation will occur against any employee who refuses to comply with direction, if she or he believes that the direction violates applicable laws or regulations and states that reason in refusing to comply. No retaliation will occur against any employee who is requested to participate in a hearing or investigation regarding Achieve by a public body or office.