

**Policy 415****SUGGESTIONS, PROBLEM SOLVING AND WHISTLEBLOWER POLICY**

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, we like to hear your ideas and suggestions for improving our operations and our workplace.

If you think your ideas will save money, reduce waste, increase productivity, or make our jobs any easier, we would like to know about them. You are encouraged to talk with the Administrator about any suggestions, problems or complaints that might arise concerning work-related matters. In particular, if you become aware of any situation or condition that appears to you to be unsafe or you believe in good faith that it violates a law or regulation applicable to Achieve, you should report the situation to the Administrator. While suggestions for improvement do not need to be in writing, Achieve prefers that you document problems or complaints. 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.

If the complaint concerns both the Administrator and the Chair of the Achieve Board of Directors, an employee may submit a written complaint to Achieve's Affirmative Action Officer, who will investigate the matter. The results of the investigation will be submitted to the Board of Directors, which will review them and determine any appropriate action. The Chair of the Board of Directors will recuse himself/herself from the discussion and decision regarding the complaint.

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.