

Whistle Blower Policy

BRICK Buffalo Academy Charter School requires its Trustees, Officers, employees, and volunteers (each, a “Protected Person”) to observe high standards of business and personal ethics in the performance of their duties on the BRICK Buffalo Academy Charter School’s behalf. As employees and representatives, Protected Persons are expected to practice honesty and integrity in fulfilling their responsibilities and are required to comply with all applicable laws and regulations.

The objectives of this Whistleblower Policy are to encourage and enable Protected Persons, without fear of retaliation, to raise concerns regarding suspected unethical and/or illegal conduct or practices on a confidential and, if desired, anonymous basis so that BRICK Buffalo Academy Charter School can address and correct inappropriate conduct and actions.

Reporting Responsibility

It is the responsibility of all Protected Persons to report in good faith any concerns they may have regarding actual or suspected activities that may be illegal or in violation of any of the BRICK Buffalo Academy Charter School’s policies with respect to, without limitation, fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, and misuse of assets, as well as any violations or suspected violations of high business and personal ethical standards, as such standards relate to BRICK Buffalo Academy Charter School (each, a “Concern”), in accordance with this Whistleblower Policy.

No Retaliation

No Protected Person who in good faith reports a Concern shall suffer intimidation,

harassment, coercion, discrimination or other retaliation, express or implied, or, in the case of employees, adverse employment consequences. Any trustee, officer, Key Person, or employee who retaliates against someone who has reported a Concern is subject to discipline up to and including termination of employment. In this case, a Key Person is defined as any person, other than a Trustee or officer, whether or not an employee of the School, who (i) has responsibilities, or exercises powers or influence over the School as a whole similar to the responsibilities, powers, or influence of Trustees and officers; (ii) manages BRICK Buffalo Academy Charter School, or a segment of it that represents a substantial portion of the activities, assets, income or expenses of BRICK Buffalo Academy Charter School ; or (iii) alone or with others controls or determines a substantial portion of the capital expenditures or operating budget.

Procedure for Reporting

All Concerns should be reported to the Chair of the Board of Trustees or the BRICK Buffalo Academy Charter School Executive Director or Superintendent (the “Designated Officials”). Any Designated Official receiving such a report shall promptly provide written notice of same to the Personnel Committee.

Handling of Reported Concerns

The notified Designated Official will acknowledge receipt of each reported Concern to the reporting person within five (5) business days, but only to the extent the reporting person’s identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the Personnel Committee; and appropriate corrective action will be taken if warranted by the investigation.

The person who is the subject of a reported Concern may not be present at or participate in Board or Committee deliberations or vote on the matter relating to such Concern, provided that nothing herein shall prohibit the Board or Committee from requesting that the person who is subject to the reported Concern present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto. BRICK Buffalo Academy Charter School will take appropriate corrective action if warranted by the investigation.

Investigations

The Personnel Committee (or the Designated Official(s) receiving such notice under the general oversight and direction of the Personnel Committee) shall investigate all reports filed in accordance with this Whistleblower Policy with due care and promptness.

Notwithstanding anything herein to the contrary, the scope, manner, and parameters of any investigation of a reported Concern shall be determined by the Independent Committee in its sole discretion and BRICK Buffalo Academy Charter School and its employees shall cooperate as necessary in connection with any such investigation. The Personnel Committee (or the Designated Official) may delegate the responsibility to investigate a reported Concern, whether an accounting Concern or otherwise, to one or more employees or to any other individual, including persons not employed by BRICK Buffalo Academy Charter School, selected by the Personnel Committee or the Designated Official; provided that the Personnel Committee or Designated Official may not delegate such responsibility to an employee or other individual who is the subject of the reported Concern or in a manner that would compromise either the identity of an employee who reported the Concern

anonymously or the confidentiality of the Concern or resulting investigation. Reported matters will be investigated to determine if the allegations are true, whether the issue is material, and what actions, if any, are necessary to correct the problem. Investigators will issue a full report of all matters raised under this Whistleblower Policy to the Personnel Committee, which will, in turn, issue a full report to the Board. The Board may conduct a further investigation upon hearing this report.

Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing that the information disclosed may indicate a violation of law and/or ethical standards. BRICK Buffalo Academy Charter School will treat any false allegation as a disciplinary offense.

Confidentiality

BRICK Buffalo Academy Charter School takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any person reporting a Concern to identify himself or herself so as to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a Concern, a Protected Person may request that BRICK Buffalo Academy Charter School treat such report in a confidential manner, to the extent allowed by law. Protected Persons may also report Concerns on an anonymous basis. BRICK Buffalo Academy Charter School will keep reports of Concerns confidential to the extent allowed by law, consistent with the need to conduct an adequate investigation and take any necessary remedial action.

Record Retention

All records relating to any report or any investigation of a report shall be maintained for at least seven (7) years.

Distribution of the Whistleblower Policy

BRICK Buffalo Academy Charter School shall distribute a copy of this Whistleblower Policy to all Protected Persons, including volunteers, upon the commencement of their employment by and/or service to the School. This policy shall be posted on BRICK Buffalo Academy Charter School's website or at the main office in a conspicuous location accessible to employees and volunteers.