## Suggestions, Complaint and Whistleblower Policy

Pillager Area Charter School has traditionally demanded and received the highest ethical performance from its staff, in an effort to carry out its educational mission. PACS also strives to ensure that its workplace and equipment are maintained so as to provide a safe environment for its staff, visitors and volunteers. Further, PACS 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 easier, we would like to know about them. You are encouraged to talk with the Director 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 PACS, you should report the situation to the Director or the Assistant Director. If you are uncomfortable submitting to the Director or Assistant Director you may take the complaint to the School Board Chairperson. While suggestions for improvement do not need to be in writing, PACS prefers that you document problems or complaints, and that the Director document his/her response and/or action with regard to it. If it matters is not resolved by the director, an employee may submit a written complaint to the School Board Chairperson.

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 from a supervisor, 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 PACS by a public body or office.

Adopted: 12/13/2011
Revised: