

**WHISTLEBLOWER POLICY
FOR
SUNSTONE MONTESSORI SCHOOL**

Sunstone Montessori School (SMS) seeks to conduct all of its activities in a responsible, legal, and ethical manner. All officers, directors, employees, and volunteers must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. The purpose of this Whistleblower Policy is to provide a mechanism to report irresponsible, illegal, or unethical behavior.

Whistleblowing Complaints

If an officer, director, employee, or volunteer discovers information that leads him or her to believe that a serious wrongdoing or illegal or unethical behavior has occurred within SMS, then he or she must report this information to a member of the Board of Directors of his or her choosing.

The Board of Directors must conduct (or appoint an officer or committee to conduct) an investigation. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an investigation. If warranted by the investigation, then corrective action must be taken.

No Retaliation

An officer, director, employee, or volunteer of SMS must not, with intent to retaliate, take any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any federal, state, or local offense or for reporting a complaint pursuant to this Whistleblower Policy.

If an officer, director, employee, or volunteer intends, for any reason, to take any action harmful to any person who has provided information to a law enforcement officer relating to the commission or possible commission of a federal, state, or local offense or for reporting a complaint pursuant to this Whistleblower Policy, then the officer, director, employee, or volunteer must obtain the approval for such action from the Board of Directors before taking such action. Approval must be obtained even if the officer, director, employee, or volunteer believes that the person who provided information to law enforcement provided untruthful information.