

Boston Arts Academy Foundation

Whistleblower Policy

The Boston Arts Academy Foundation, Inc. (the “Foundation”) requires its members, directors, officers, employees and representatives, and the recipients of its support, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The members, directors, officers, employees and representatives of the Foundation, and the faculty and staff of the Boston Arts Academy (the “BAA”) who receive the Foundation’s support, must practice honesty and integrity in fulfilling responsibilities, comply with all applicable laws and regulations, and protect against any improper use of the Foundation’s funds and other assets. It is the responsibility of all members, officers, directors, employees and representatives of the Foundation, and all other members of the BAA community, to report violations or suspected violations in accordance with this Whistleblower Policy.

No member, director, officer, employee or representative of the Foundation, nor any teacher, staff member, parent or student of the BAA, who in good faith reports a violation shall suffer harassment, retaliation or adverse consequence. An employee of the Foundation, who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Any member, director, officer, or representative of the Foundation who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal as a member, director, officer, or representative. This Whistleblower Policy is intended to encourage and enable all members of the BAA community to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.

Employees of the Foundation, as well as each teacher, staff member, parent and student of the Boston Arts Academy, are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor, the Executive Director of the Foundation, or the Headmaster or a Co-Headmaster of the BAA is in the best position to address an area of concern. However, if you are not comfortable speaking with any of these individuals, or if you are not satisfied with the response, you are encouraged to speak with any of the directors or officers of the Foundation whom you are comfortable in approaching. Supervisors and managers, including the Executive Director of the Foundation and the Headmaster or Co-Headmasters of the BAA are required to report significant violations to the President of the Foundation, who has responsibility to investigate all significant reported violations.

The President of the Foundation is responsible for investigating and resolving all reported complaints and allegations concerning such violations and, at his discretion, shall advise the Foundation’s other directors and officers. The Foundation’s Board of Directors, or an audit committee appointed by them, shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.