

## Non-Retaliation Policy

### Introduction

The purpose of this policy is to comply with applicable federal, state and local laws prohibiting retaliation and to protect employees who make good faith reports of potential violations of laws, regulations or Oasis policy.

### Policy Statement

Oasis policy prohibits taking any retaliatory action for reporting or inquiring about alleged improper or wrongful activity. Oasis will not tolerate any form of retaliation against an employee for making a good faith report of potential school-related legal or policy violations. No employee shall be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations. Any attempted or actual retaliatory action covered under this Policy will be subject to disciplinary action, up to and including termination. Oasis will review all complaints of retaliation.

### Definitions

**Retaliation:** An adverse employment action against an individual because of the individual's good faith report. This includes, but is not limited to: threats of retaliation, discharge, discrimination in compensation, or discrimination in conditions of employment that are as a result of the disclosure of such information.

**Good faith report:** A report made with an honest and reasonable belief that a school-related violation of law or policy or other instance of non-compliance or related misconduct may have occurred.

### Responsibilities

Executive Director or Appropriate Management may all have responsibilities in processing and investigation of particular reports and/or complaints.

## Procedures

Oasis employees are required to report in good faith and in a timely manner all information regarding alleged improper or wrongful activity that may constitute, but is not limited to:

- Noncompliance with policies/procedures
- Discrimination or harassment
- Fraud
- Unethical or unprofessional business conduct
- Circumstances of substantial, specific or imminent danger to an employee or the public's health and/or safety
- Violations of local, state or federal laws and regulations
- Illegal or improper practices or policies

Employees are required to report evidence of alleged improper activity as described above by contacting the Executive Director or immediate supervisor.

Any instances of alleged retaliation should be reported in the same manner. All reports will be handled promptly and discreetly.