

## Plainville Board of Education Hotline Procedure

### **Purpose:**

Put in place one mechanism for the practice of honesty and integrity as our core value is fulfilling our responsibilities and modeling for our students.

### **Reporting Responsibility:**

This Hotline Policy enables employees and the community to raise serious concerns internally to address inappropriate conduct and actions. It is the responsibility of all employees and volunteers to report concerns about violations of the Plainville BOE's code of ethics or suspected violations of law or regulations that govern Plainville Community Schools.

### **Reporting Procedures:**

The Plainville BOE has an "open door" policy for employees to share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Director of Business and Operations, Assistant Superintendent, or the Superintendent. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Superintendent, who has the discretion to investigate reported complaints as warranted.

Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or to the Superintendent, the Assistant Superintendent, or the Director of Business and Operations (the Compliance Officers). The Compliance Officers are responsible determining if an investigation or other action is warranted for each complaint received about unethical or illegal conduct, and communicating the resolution as is warranted.

### **No Retaliation:**

It is contrary to the values of the Plainville Community Schools for anyone to retaliate against any employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination or suspected fraud. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Report of violations or suspected violations will be kept as confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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Director of Business &  
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