

**Young Scholars Charter School
Trustee & Employee Whistleblower Policy**

General

Young Scholars Charter School (“Young Scholars”) requires its Trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Young Scholars, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Trustees and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

In the event a Trustee or employee of Young Scholars becomes aware of a concern regarding:

- the quality and integrity of Young Scholars’ accounting, auditing and financial reporting controls and procedures; or
- has concerns regarding legal or regulatory compliance issues;

that Trustee, officer or employee is encouraged to raise those concerns by submitting them in the form of a complaint to the Chief Executive Officer who will promptly forward any such complaints to Young Scholars’ Finance and Audit Committee. An individual may also submit such complaints on a confidential, anonymous basis directly to the Young Scholars’ Finance and Audit Committee, but should be aware that the anonymous nature of the complaint may hinder the ability of Young Scholars to investigate the matter in a timely and effective manner.

All complaints, whether submitted to the Chief Executive Officer or directly to the Finance and Audit Committee, should be in writing and include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this policy.

To facilitate the investigation of a complaint, the complaint should include contact information for the complainant. The Finance and Audit Committee will use its best efforts to maintain the confidentiality of the complainant, but cannot guarantee it. A Trustee or employee submitting a complaint on a confidential, anonymous basis is not required to include contact information, but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.

Young Scholars does not permit retaliation or discrimination of any kind against any individual who submits, in good faith, a complaint pursuant to this policy.

To submit a complaint to the President/Chief Executive Officer, send it to the following address:

John Amenda, CEO
Young Scholars Charter School
900 N Marshall Street
Philadelphia, PA 19123
Or emailed/scanned to: jamenda@phillyscholars.org

To submit a complaint on a confidential, anonymous basis to the Finance and Audit Committee, send it in a sealed envelope marked clearly as “confidential” to the Chair of the Finance and Audit Committee at the following address:

Chas Burkhart
Chair, Young Scholars Charter School Finance and Audit Committee
Rosemont Partners
300 Conshohocken State Road
Suite 680
West Conshohocken, PA 19428

The Finance and Audit Committee will investigate every complaint submitted pursuant to this policy and take or recommend corrective and disciplinary actions, if appropriate. The Finance and Audit Committee may enlist employees of Young Scholars and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints submitted pursuant to this policy.