

Each member of The Educational Alliance community has the responsibility to report actions that violate laws, regulations, and/or the EA Code of Conduct. In keeping with the Alliance's commitment to fostering a community of integrity and staff support, a hotline is available as a tool for staff members who have a concern and feel they have nowhere else to turn.

An employee who makes a report is protected from any harassment, victimization, and change in employment, for making the report. Managers must ensure that these procedures are available and known to all employees and that all employees have easy access to the mechanism for making reports.

Since this mechanism is critical to protecting the organization's reputation, assets, and community members, any knowingly false allegations will result in disciplinary actions.

Reporting Procedures

An employee who suspects wrongdoing by a colleague or colleagues should first reach out to their supervisor or a co-worker to address the matter directly. If the matter cannot be resolved at this level, the employee should contact Human Resources and/or a member of the Senior Executive Team.

If these avenues feel unsafe or are found to be ineffective, then a call or email to the hotline is appropriate. Any EA employee may make an anonymous complaint about an alleged violation by calling 1-866-398-0010, by placing a web-based report at www.listenupgroup.com, or by mailing a written report to Listen Up Reports, P.O. Box 274, Highland Park, IL 60035.



Investigation Procedures

1. Preliminary Investigation

A designated Reporting Officer receives all complaints and conducts a preliminary investigation. If the Reporting Officer is the subject of the complaint, the report will be made to his or her manager.

During the preliminary investigation, the Reporting Officer will discuss the complaint with the manager responsible for the department named in the complaint, as well as with the department's Senior Executive Team member. If the manager is the subject of the complaint, the Reporting Officer will work with the next higher level of management on the investigation.

If the preliminary investigation shows no justification for the complaint, the complaint will be closed and the complainant will be notified of this decision.

2. Further Investigation

If the preliminary investigation reveals wrongdoing, the Reporting Officer will submit the complaint to the Chief Executive Officer, who will report to the Audit or Legal/Personnel Committee of the Board of Directors if the situation warrants. They, in consultation with the Senior Executive Team member of the entity involved, will decide how, and by whom, the investigation is to be conducted. The staff person making the complaint will receive general information on the progress of the investigation and its outcome, unless doing so would jeopardize the investigation.

3. Reporting and Record-Keeping

The Reporting Officer will present the results of all investigations and the settlement of all complaints to the Chief Executive Officer and the Chair of the Audit or Legal/Personnel Committee of the Board. A summary



of reports will be presented on a quarterly basis to the Executive Committee of the Board and will not include the name of the staff member who made the complaint.

The Reporting Officer will keep records of all reports and information received in a confidential location. The Reporting Officer and the Chief Executive Officer must jointly approve any requests by staff to access these records.