



# **How to Blow the Whistle for Suspected Improper Activities**

*The Springfield School District No. 186 is committed to investigating reported improper activities and to protecting you from retaliation for whistleblowing.*

The employees of Springfield School District affect the lives of students and our community each day. This important work carries with it great responsibilities. Employees that witness unethical activity in the workplace or other employees working against the interest of the students, community or district should make a report to the proper authorities.

## **What should be reported?**

An act, policy, or practice that you reasonably believe to be a violation of state or federal laws, rules or regulations by another Springfield School District employee.

## **Where is the report filed?**

Whistleblower reporting forms are available in the office of the facility you work at or can be obtained from the personnel office. Completed reports should be submitted to the personnel office to the attention of the Personnel Director.

## **How is a report made?**

In writing or verbally  
Anonymously if preferred  
Include factual information with specific details that you have knowledge about

## **Why should I file a report?**

You can end wrongdoing, misuse of authority and anything that jeopardizes the health and safety of others.

## **Retaliation Protection**

Under the Employees Ethics Act, retaliatory action such as reprimand, discharge, suspension, demotion or denial of promotion or transfer that occurs in retaliation for an employee's exercise of the whistleblower policy.

If you believe that you have been retaliated against for filing a whistleblower claim, you may file a complaint with the Compliance Officer at 525-3006.

Employees and others are obligated under the Whistleblower Policy to act in good faith when making reports of suspected improper activity. Unsubstantiated claims that are made with malicious intent will be viewed and handled as a serious disciplinary offense.

## **Confidentiality**

Reports of concern and information gained from investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

***All reports are taken seriously and addressed promptly. The investigation will be conducted in a discreet and professional manner. Upon the conclusion of the investigation, corrective action will be taken if warranted.***

**SPRINGFIELD SCHOOL DISTRICT NO. 186**  
**WHISTLEBLOWER DISCLOSURE FORM**

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1. You are knowledgeable about the information you are disclosing because  
(mark all that apply):

I have direct knowledge of events or records involved \_\_\_\_\_

Other employees have told me about events or records involved \_\_\_\_\_

Other (please explain) \_\_\_\_\_

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2. Please identify the person, department or facility involved in your disclosure:

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3. Please indicate what area of the Whistleblower Policy that is being violated  
(check all that apply):

Violation of law, rule or regulation \_\_\_\_\_

(please give specific details) \_\_\_\_\_

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Abuse of authority \_\_\_\_\_

Management of funds \_\_\_\_\_

Significant danger to public health and/or safety \_\_\_\_\_