

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COOPERATIVE

Only authorized persons may purchase supplies in the name of EdVisions Cooperative or SAGE Academy. Authorized individuals must follow the SAGE Academy Financial Accountability Staff Guidelines. Members whose regular duties do not include purchasing shall not incur any expense on behalf of EdVisions Cooperative/school or bind EdVisions Cooperative/SAGE Academy by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by a staff member must have prior approval. The reimbursement request will be processed like an invoice within 30 days of the expense being incurred. A completed reimbursement request form should be turned in to the Business Manager.

3.22 WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of EdVisions Cooperative who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor at their site or to the EdVisions Cooperative's Administrator if complaint is not resolved. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact their immediate supervisor or the EdVisions Cooperative's Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the school sites director or school board who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the EdVisions Cooperative's Administrator.

SECTION 4

STANDARDS OF CONDUCT

4.1 Work Rules and Standards

The work rules and standards of conduct for EdVisions Cooperative are important, and the Cooperative regards them seriously. All members are urged to become familiar with these rules and standards. In addition, members are expected to follow the rules and standards faithfully in doing their own jobs and conducting the School's business. Please note that any member who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.11, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.7, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.7, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Cooperative-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.4, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.2 Attendance/Punctuality and 4.3, Absence without Notice);
- Unauthorized use of telephones, or other School-owned equipment (See Section 4.5, Telephone Use);
- Using school equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of student records or confidential information;