

NHMA EMPLOYEE COMPLAINT FORM

4. Are there any other employees you know of with a similar complaint?

5. Please describe how the actions in your complaint have impacted your ability to perform your job.

6. Please describe any solutions you believe can help resolve your complaint.

7. Please provide any additional matter or comments you wish the school to consider when investigating your complaint.

I declare that the facts set forth in this complaint are true and accurate pursuant to the penalty of perjury under the laws of Pennsylvania.

Employee Signature:

Employee Name:

Date:

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Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address NEW HORIZONS MONTESSORI ACADEMY LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, NEW HORIZONS MONTESSORI ACADEMY LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or the HR Director, Fatima Ahmed directly. Employees should also review their state and local requirements for any additional reporting guidelines.

NEW HORIZONS MONTESSORI ACADEMY LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Human Resources Director or any state or local agency responsible for investigating alleged violations.

HR Director Contact Info:

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