

## COMPLAINTS

Blue Oak Charter Council recognizes the need for providing employees with a complaint process.

Blue Oak Charter Council expects that employees and directors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The Blue Oak Charter Council prohibits retaliation against complainants. The Executive Director or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Complaint Procedure: If any employee of the school reasonably believes that some policy, practice, or activity of the school is in violation of law, a written complaint must be filed by that employee with the Executive Director. If the complaint is about a practice or activity of the Executive Director, the complaint must be filed with the Charter Council Chair.