

703 FRAUD POLICY

I. PURPOSE

This fraud policy is established to facilitate the development of controls that will aid in the detection of prevention of fraud against Stonebridge World School. It is the intent of Stonebridge World School to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

II. SCOPE OF POLICY

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Stonebridge World School.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Stonebridge World School.

III. GENERAL STATEMENT OF POLICY

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Executive Director of Stonebridge World School, who coordinates all investigation with the Legal Counsel and other affected areas, both internal and external.

IV. DEFINITIONS

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- A. Any dishonesty or fraudulent act.
- B. Misappropriation of funds, securities, supplies, or other assets.
- C. Impropriety in the handling or reporting of money or financial transactions.
- D. Profiteering as a result of insider knowledge of Stonebridge World School activities.
- E. Disclosing confidential and proprietary information to outside parties.
- F. Disclosing to other person's securities activities engaged in or contemplated by Stonebridge.
- G. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to Stonebridge. Exception: Gifts less than \$50 in value

- H. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- I. Any similar or related irregularity.

V. PROCEDURE

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by the Executive Director.

If there is any question as to whether an action constitutes fraud, contact the Executive Director of Stonebridge World School for guidance.

VI. INVESTIGATION RESPONSIBILITIES

The Executive Director and/or Board Chair has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Executive Director/Board Chair will issue reports to the School Board.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and The School Board, as will final decisions on disposition of the case.

VII. CONFIDENTIALITY

The Executive Director treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Executive Director and/or Board Chair immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see Reporting Procedure section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Company from potential civil liability.

VIII. AUTHORIZATION FOR INVESTIGATION

Members of the Investigation Unit will have:

- A. Free and unrestricted access to all Stonebridge records and premises, whether owned or rented; and
- B. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

IX. REPORTING PROCEDURES

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Executive Director and/or Board Chair immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Investigations Team. No information concerning the status of an investigation will be given out. The proper response to any inquiries is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- A. Do not contact the suspected individual in an effort to determine facts or demand restitution.
- B. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Investigation Team.

X. TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the School Board if necessary, by outside counsel, before any such action is taken. The decision to terminate an employee is made by the Investigation Team and presented to the School Board.

XI. ADMINISTRATION

The Executive Director is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

Approved: April 14th, 2008

Revised: May 22nd, 2018