

Vashon Island School District #402  
EMPLOYEE PROTECTION LINE

**Reporting on the Employee Protection Line®**

To help you report workplace wrongdoing easily and without fear, your school district has several outlets available. Your district also has arranged with an independent third party to provide a valuable benefit for you -- The Employee Protection Line®. The Employee Protection Line® allows you to report wrongdoing without giving your name or identifying yourself in any way. You may use the toll-free Employee Protection Line® 24 hours a day, seven days a week. Your call will not be traced.

It is important, when leaving a message on the Employee Protection Line®, that you provide enough information so action can be taken, if necessary. Tell what has happened, including dates, times and the full names of witnesses. Your report will be kept as confidential as possible and will be treated with the seriousness it deserves.

Do not use the Employee Protection Line® for pranks, jokes or untrue claims.

If you experience difficulties with the system, if you need help with the system, or if you do not have access to a touch tone phone, call 1.800.576.5262 and follow the verbal instructions.

**Instructions for Using the Employee Protection Line®**

1. Prepare what you want to say.
2. Have your organization's Employee Protection Line® organization code close at hand. Your district's Employee Protection Line code is 30045.
3. Using a touch tone phone, dial 1.800.576.5262 and listen to the first message.
4. You will be instructed to enter your district's Employee Protection Line® code. Enter your district code when cued.
5. Listen carefully to the second message and, at the tone, speak slowly and clearly.
6. You will be required to give your district's name (and location, if applicable), but you may leave a message without giving your name or identifying yourself in any way.
7. You will have five minutes to speak. If you need more time, call back.
8. Your message will be recorded for accuracy, but the tape will remain in the custody of the third party. A written transcript of your report will be sent to a team of neutral employees in the district that have been chosen to receive these reports. The third party will not knowingly send your report to anyone named in the report.