



# Academy Prep Center of Lakeland Ethics Policy

Summation of Policies & Procedures Regarding  
Non-Discrimination, Anti-Harassment, Violence Prevention,  
Child Abuse, Abandonment, or Neglect  
**2019-2020**

The purpose of this notice is to provide employees with a general summary of Academy Prep's philosophy, policies, procedures and guidelines regarding the policies and reporting procedures with respect to non-discrimination, anti-harassment, violence prevention and child abuse, abandonment, or neglect.

## **REPORTING REQUIREMENTS:**

Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

Additionally, employees have a duty to report actual or suspected cases of child abuse, abandonment or neglect. Failure to report is a misdemeanor of the first degree as described in Section 39.205, Florida Statutes. In cases of actual or suspected child abuse, abandonment, or neglect, your concern should immediately be relayed to the Head of School where appropriate actions will be taken, including notifying and involving local Department of Children and Families (DCF) authorities, as required, or contacting DCF directly. The statewide, toll-free abuse hot-line number is 1-800-96ABUSE. Possible penalties for employees who fail to report abuse or misconduct by instructional personnel or administrators, which affects the health, safety, or welfare of a student, may include written reprimand, suspension with or without pay, or termination of employment.

*Reference: Florida Statute 39.203 (Immunity from liability in cases of child abuse, abandonment, or neglect)*

## **EMPLOYER DISCLOSURE:**

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

*Reference: Florida Statute 768.095 (Employer immunity from liability; disclosure of information regarding former or current employees)*

**INTERNAL PROCEDURES:**

Conduct that is in some way connected with employment at Academy Prep and that threatens, intimidates, or coerces another employee, student, family, guest, vendor, volunteer, or a member of the public at any time, including off-duty periods, will not be tolerated. Examples of such conduct include, but are not limited to, verbal insults, hostile acts, threats or jokes that relate to race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, sexual orientation, or other applicable legally protected category.

All individuals connected with Academy Prep, including employees and contractors, are expected to refrain from verbal or physical fighting, including “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of Academy Prep or at any Academy Prep sponsored or work-related events.

Violations of any of the policies or guidelines may result in disciplinary action up to and including immediate termination. All employees have a duty to report, verbally or in writing, promptly and confidentially, all evidence of any improper practice of which they are aware. As used here, the term ‘improper practice’ means any illegal, fraudulent, dishonest, negligent, or otherwise unethical action arising in connection with the operations or activities of Academy Prep.

A complaint or concern should immediately be discussed with the Head of School. If the Head of School does not satisfactorily resolve the matter, meet with the appropriate administrator, at the next level, who will attempt to work out a satisfactory solution. If, after following the above steps, the problem still has not been resolved to the employee’s satisfaction, the employee may contact a representative of MBA’s Human Resources Department at 727-563-1500 or toll free at 888-622-6460. If the employee wishes to bypass any or all of the above steps, the employee may contact MBA’s Human Resources Department at 727-563-1500 or toll free at 888-622-6460. If your complaint relates to MBA’s Human Resources Department, notify the President or an Officer of MBA at 727-563-1500 or 888-622-6460.

In all cases, your complaint or concern will be thoroughly investigated and appropriate remedial action will be taken. Importantly, no employee will be retaliated against for good-faith reporting of discrimination, harassment, violence, actual or suspected child abuse, abandonment, or neglect, or participating in such an investigation. Employees have immunity from civil or criminal liability if they report, and will have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. Retaliation is a serious violation of these policies and **must** be reported to MBA’s Human Resources Department at 727-563-1500 or 888-622-6460. Additionally, Academy Prep is immune from civil liability or its consequences with respect to disclosure of information regarding former or current employees to a prospective employer upon request of the prospective employer unless it is shown by clear and convincing evidence that the information disclosed by Academy Prep was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

The contents of this notice should not be viewed as a comprehensive statement of school policies. If you have any questions about the contents of this notice or Academy Prep/MBA’s policies and procedures, please contact your supervisor and/or MBA’s Human Resources Department.

**TRAINING REQUIREMENT:**

All employees of Academy Prep must complete training on the above policies and procedures regarding ethical conduct.