



*We power independent schools.™*

### **MISBO Title IX Coordinators:**

**Damian Kavanagh, Executive Director**, with a remote office and business address at 1000 Whitlock Avenue, Suite 320 – 337, Marietta, GA 30064; Ph: 404.918.8850, [damiankavanagh@misbo.com](mailto:damiankavanagh@misbo.com).

**Michelle Shea, Associate Executive Director**, with a remote office and business address at 1000 Whitlock Avenue, Suite 320 – 337, Marietta, GA 30064; Ph: 404.921.0065, [michelleshea@misbo.com](mailto:michelleshea@misbo.com).

### **MISBO Grievance Procedure**

**Reporting Violations:** If you believe that some policy, practice, or activity of MISBO is in violation of a law, rule, regulation, code of ethics, or a clear mandate of applicable public policy, you must report such violation to either of the Title IX Coordinators. You must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

**No Retaliation:** MISBO will not retaliate against any employee who, in good faith raises a complaint, discloses, or threatens to disclose truthful information regarding some practice, policy, or activity of MISBO or an employee of MISBO the employee reasonably believes violates a law, rule, regulation, or a clear mandate of applicable public policy to one of the Title IX Coordinators. MISBO will also not retaliate against any employee who participates in an investigation relating to some practice, policy, or activity of MISBO or employee of MISBO that is or is suspected to be in violation of a law, rule, regulation, or a clear mandate of applicable public policy.

Retaliation includes discharge, demotion, suspension, threats, harassment, or any adverse employment action. Any employee who believes he/she is being subject to retaliation as a result of a complaint must contact the Executive Director or a member of the Executive Committee of the MISBO Board immediately.

**Confidentiality:** Violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide MISBO and/or accused individuals their legal rights of defense.

**Investigation:** The Title IX Coordinators are responsible for investigating and resolving all internal complaints and allegations of discrimination or harassment made under any MISBO policy.