



**BUCKINGHAM
BROWNE & NICHOLS
SCHOOL**

October 14, 2015

To whom it may concern:

BB&N is committed to the highest standards of ethical, moral, and legal conduct. Just as all of us have a responsibility to ensure that BB&N is a safe place for our students and employees, we share the responsibility that the School live up to the highest standards of conduct.

BB&N's Whistleblowing Policy outlines a protocol to report serious concerns, concerns about actions that are unlawful, ethical breaches, or threatening behaviors. These types of actions should be reported to a direct Supervisor, a Director at the School, the Head of School, or now via EthicsPoint, a third party. Many institutions have taken similar steps to enable third-party reporting of unethical or illegal activities. EthicsPoint has been thoroughly vetted (use of it is confidential) and is currently used by over 2,000 organizations, including many independent schools.

We certainly hope you feel comfortable bringing forward potential ethical issues or concerns to leaders at our School. However, we understand this is not always the case. EthicsPoint provides an alternative channel for you to communicate your concerns confidentially and anonymously. Questions, allegations, and suggestions will be reviewed and responded to in a timely and appropriate manner.

To submit a potential allegation or question via phone using EthicsPoint, please call **844-516-3777** and an EthicsPoint Contact Center Specialist will facilitate the call. You can also submit your report online at www.bbnschool.ethicspoint.com.

If you have any questions about EthicsPoint, please contact the BB&N Human Resources Office at 617-800-2748.

Sincerely,

Rebecca T. Upham
Head of School