

## **WHISTLEBLOWER POLICY**

If any director, officer, employee, agent or volunteer (a “representative”) reasonably believes that some policy, practice, or activity of the Parkinson Foundation Western Pennsylvania (the “Organization”) is in violation of law or raises an ethical issue, a written complaint is to be filed with the Executive Director of the Organization, or if not comfortable speaking with the Executive Director, then to the President of the Board of Directors of the Organization. The Executive Director or President of the Board of Directors will notify the representative who submitted the complaint and acknowledge receipt of the reported violation or suspected violation. All complaints will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Complaints of violations or suspected violations may be submitted by a representative on a confidential basis. Complaints will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

It is the intent of the Organization to adhere to all laws and regulations that apply to the Organization and the underlying purpose of this policy is to support the Organization’s goal of legal compliance. The support of all representatives is necessary to achieving compliance with various laws and regulations. A representative is protected from retaliation only if he/she brings the alleged unlawful activity, policy, or practice to the attention of the Organization and provides the Organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to representatives who comply with this requirement.

The Organization will not retaliate against a representative who, in good faith, has made a protest or raised a complaint against some practice of the Organization, or of another individual or entity with whom the Organization has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Organization will not retaliate against representatives who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Organization that the representative reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

REVISION HISTORY:  
*Adopted 2017*