

# The Myositis Association

## Whistleblower Policy

The Myositis Association is committed to facilitating open and honest communications regarding to its governance, finances, personnel practices and compliance with all applicable laws and regulations. It is important that TMA's staff report unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft;
- physical, verbal or sexual harassment
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violations of TMA's conflict-of-interest policy; and
- any other improper occurrence regarding revenue/expenses, financial procedures, or office operations.

Every employee who has a reasonable belief or suspicion about any improper actions should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for voicing concerns about conduct of the type mentioned above. At the same time, TMA expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination of the employee lodging the complaint.

### **Making a Report**

TMA encourages any employee who has a concern to raise the concern directly with the Executive Director. Reports will be handled on a strictly confidential basis.

If for any reason the employee does not believe their concern is addressed adequately by the Executive Director, or if the concern is regarding the Executive Director, they should report the concern to the Chair of the Board of Directors. Reports regarding the Executive Director will be handled on a confidential basis as well. The employee should contact the Board Chair either by phone, email or postal mail. The Chair of the Board of Directors will handle the inquiry and will involve other Board members, as deemed appropriate, only after getting the consent of the employee filing the complaint.

Employees being accused of improper activity will be given a chance to respond directly to the Executive Director or Board Chair, as appropriate. Actions by the Executive Director or Board Chair, as deemed justifiable by the circumstances, will be taken and communicated to the employee lodging the complaint.

This policy is to be included in the Employee Manual and is to be communicated to all new staff as part of their orientation. In addition, every year, after the annual election of the Chair of the Board of Directors, his/her contact information will be communicated to all staff.