

# **Surgical Critical Care Program Directors Society**

## **Whistleblower Policy**

### **Purpose**

This policy is intended to encourage directors, officers, volunteers, employees, and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution. No director, officer, volunteer, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence.

### **Code of Conduct**

The directors, officers, employees, and volunteers of the Surgical Critical Care Program Directors Society (SCCPDS) are expected to adhere to the highest standards of ethical conduct. Although it is impossible to describe all conduct that is addressed, this policy specifically requires the following:

1. Dedication to SCCPDS's mission, vision, and core values and recognition that the chief function of SCCPDS at all times is to serve the best interests of its constituency.
2. The responsible and prudent management of SCCPDS's funds and assets.
3. Honest and ethical conduct including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
4. Full, fair, accurate and timely disclosure of relevant facts in all reports and documents dealing with matters of program services, governance, and business administration.
5. Compliance with all applicable governmental laws, rules and regulations.
6. Treatment of all persons with respect, equity and fairness.
7. Respect and protection of confidential and/or privileged information to which we have access in the course of performing SCCPDS duties.
8. Prompt internal reporting of code violations to a member of the Board of Directors
9. Personal accountability for adherence to this Code of Conduct.

## **Reporting Responsibility**

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board member.
3. The Whistleblower may report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith, which was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board, Committee, or employee status.
7. Crimes against person or property, such as harassment, assault, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Board members who receive the reports must promptly act to notify the Board and investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report that was done in good faith and investigated by internal personnel is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense.