

Cattaraugus Rehabilitation Center, Inc.
NYSARC, Inc., Cattaraugus Niagara Counties Chapter
(Hereinafter, Intandem)

The following procedure supports Intandem's belief in the inherent value and dignity of all people, Intandem's commitment to the promotion, protection and respect for rights and freedoms and strives to enhance the lives of people through supports and services.

Procedure Name: Whistleblower/Anti-Retaliation

Purpose:

Intandem is committed to ensuring the success of the compliance program. Intandem fosters a culture where compliant behavior is encouraged and rewarded so that, when instances of noncompliant behavior occur, individuals feel confident to report suspected violations without fear of retaliation.

Detailed Procedure(s):

Employees, directors, officers and volunteers **are required to report** any known or suspected violations of the Corporate Compliance Program, Code of Conduct, policies and procedures or any of the laws, rules or regulations by which Intandem is governed to their supervisor, manager, the Corporate Compliance Officer or through the compliance hotline.

Regulations make it a crime to intimidate, discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an employee, officer, board member, volunteer, or contractor who in good faith has reported any known or suspected non-compliant, illegal or irregular activities, or actions, or violations of any applicable laws, regulations, policies or procedures. "Good faith" means that the individual believes the potential violation actually occurred as he/she is reporting it. Disciplinary actions up to and including termination will result if any such retaliation or reprisal is proven.

Intandem will not impose any disciplinary or other action against individuals who make a report or complaint in good faith regarding a practice that the individual believes may be illegal, fraudulent or in violation of any agency policy. The non-retaliation/non-retribution provisions of this policy do not permit employees, directors, officers or volunteers to avoid the consequences of their own wrongdoing by reporting such wrongdoing. Disciplinary actions taken against an employee, director, officer or volunteer who reports his or her own wrongdoing will be a result of the wrongdoing itself, not the reporting of the wrongdoing and, therefore, are not to be considered retaliation or retribution.

If any person reporting a complaint or concern believes in good faith that he or she has been retaliated against for initiating a report or complaint or for participating in any investigation related to such report or complaint, then he or she must report the retaliation to his/her supervisor, director, senior administrator, or the Corporate Compliance Officer as soon as possible. Board members should notify the board chair, the President/CEO or the Corporate Compliance Officer. The report should provide a thorough account of the incident(s) and should include names, dates of specific events, the names of any witnesses and the location or name of any document in support of the alleged retaliation. The Agency will conduct a thorough and objective investigation of the incident(s). Adverse actions in retaliation for an employee's report or complaint may result in discipline, up to and including termination.

Any person who intentionally makes a false accusation with the purpose of harming or retaliating against a colleague will be subject to appropriate disciplinary action up to and including termination.

This procedure will be administered by the Corporate Compliance Officer.

<u>Category:</u>	Corporate Compliance
<u>Authored/Revised by:</u>	T Crisafulli
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