

# WHISTLEBLOWER PROTECTION POLICY OF

## PYHIT

A New York Corporation

Incorporated under the Not-for Profit Corporation Law of the State of New York

### **Approved by the Board of Directors**

PYHIT requires its directors, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within the Board of Directors. As representatives of PYHIT all such directors, employees and volunteers must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws, rules and regulations.

The purpose of this Whistleblower Policy is to maintain an ethical and open work environment with a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees and volunteers of PYHIT to raise serious concerns about the occurrence of illegal or unethical actions within PYHIT before turning to outside parties for resolution.

Notwithstanding anything contained in this Whistleblower Protection Policy to the contrary, this Policy is not an employment contract and does not modify the employment relationship between PYHIT and any of its directors, employees or volunteers, nor does it change the fact that all employees of PYHIT are employees at will. Nothing contained in this Whistleblower Protection Policy provides any director, officer, employee or volunteer of the PYHIT with any additional rights or causes of action not otherwise available under applicable law.

### **Reporting Responsibility**

All directors, employees and volunteers of PYHIT have a responsibility to report any action or suspected action taken within PYHIT that is illegal, unethical or violates any adopted policy of PYHIT ("Violations").

A Complainant reporting a Violation must act in good faith, without malice to the organization or any individual in the organization, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. A person who makes a report (Complainant) does not have to prove that a Violation has occurred. However, any report that the Complainant has made maliciously or any report that the Complainant has good reason to believe is false is a serious disciplinary offense.

### **Acting in Good Faith**

Anyone filing a complaint concerning a Violation or suspected Violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a Violation. Any allegations that prove not to be substantiated and which prove also to have been made maliciously, knowingly to be false, or with reckless disregard of the truth, are serious disciplinary offenses.

### **No Retaliation**

No one who in good faith reports a Violation or who, in good faith, cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within PYHIT who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation, is subject to discipline, including termination of employment or

volunteer status.

All directors, employees, and volunteers should address their concerns relating to a Violation to the appropriate person within PYHIT who can properly address those concerns. In most cases, the direct supervisor of an employee or volunteer is the person best suited to address a concern. However, if the Complainant is not comfortable speaking with their supervisor or if the Complainant is not satisfied with their supervisor's response, the Complainant is encouraged to speak to the Corporate Compliance Officer.

PYHIT encourages anyone reporting a Violation to identify him or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by US mail addressed to the Corporate Compliance Officer of PYHIT, 428 Duane Avenue, Schenectady, NY 12304. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The person making the report will be notified of what actions have or will be taken to the extent reasonably possible and consistent with any privacy or confidentiality limitations.

**Responsibilities of Corporate Compliance Officer**

A supervisor, manager or board member is required to notify the Corporate Compliance Officer of every report of a Violation. The Corporate Compliance Officer will notify the sender and acknowledge receipt of a report of Violation within fifteen business days, but only to the extent the sender's identity is disclosed or a return address is provided.

The Corporate Compliance Officer is responsible for promptly investigating all reported Violations and taking appropriate corrective action if warranted by the investigation.

The Corporate Compliance Officer has direct access to the Board of Directors and is required to report to the Board of Directors at least annually on compliance activity.

**Acknowledgment of Policy**

Each Director upon his/her appointment to the Board shall sign a statement that he/she has received a copy of this Policy, has read and understands the Policy, and will comply with all of the provisions of the Policy.

The undersigned hereby certifies that the foregoing Conflict of Interest Policy is the current Conflict of Interest Policy of this organization, as adopted by the Board of Directors.

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Secretary  
Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date