



### **3.4.3. Whistleblower Policy**

Purpose: To ensure high business standards and personal ethics and provide a mechanism for reporting potential violations.

Applies to: Volunteers, Members, Staff

#### **General**

Materials Research Society requires all volunteers, members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Materials Research Society, honesty and integrity in fulfilling one's responsibilities is expected, as well as compliance with all applicable laws and regulations.

#### **Reporting Responsibility**

It is the responsibility of all individuals associated with MRS to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

#### **No Retaliation**

No individual who, in good faith, reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, position, or membership.

#### **Reporting Violations**

Materials Research Society has an open door policy and suggests that individuals share their questions, concerns, suggestions or complaints with someone who can address them properly.

In the case of employees, in most cases, one's manager is in the best position to address an area of concern. However, if one is not comfortable speaking with the manager or HQ Director, or is not satisfied with the HQ Director's or manager's response, the Executive Director should be consulted. For suspected fraud, or when you are not satisfied or uncomfortable with following Materials Research Society's open door policy, individuals should contact the Materials Research Society's OpsCom Chair directly.<sup>1</sup> Refer to the MRS Employee Handbook for additional information.

In the case of members and volunteers, concerns should be brought to the attention of the MRS Executive Director.

#### **Accounting and Auditing Matters**

OpsCom (or their designated subcommittee) shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The OpsCom Chair shall immediately notify OpsCom of any such complaint and work with the committee and the Executive Director until the

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<sup>1</sup> For issues outside the "Whistleblower" policy, see Policy 3.4.4. Board Role in HQ Human Resources Administration

matter is resolved.

**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 to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

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

**Handling of Reported Violations**

The OpsCom Chair and/or the Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Deliverables: N/A; Review every three years or as needed

Who: Secretary/OpsCom

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: President

Policy first adopted: December 5, 2008

Last modified: December 4, 2015

Last reviewed: Dec 2015

Enacting Legislation: Board Motion B: 2008:41; B:2015:37 (Consent Agenda)

Policy created by: GovCom      Party responsible for this policy: OpsCom