**Whistleblower Policy for**

**Southeast Regional Trauma Advisory Council, Inc. (SERTAC)**

**General**

Southeast Regional Trauma Advisory Council, Inc. (SERTAC) (the “Corporation”) requires directors, officers, and employees, if any, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Corporation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility**

It is the responsibility of all directors, officers, and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation**

No director, officer, or employee who in good faith reports an ethics violation will suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Corporation prior to seeking resolution outside the Corporation.

**Reporting Violations**

The Corporation has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints on an ongoing basis. In addition, all Corporation employees are required to report suspected ethics violations. In most cases, the Chair of the Corporation is in the best position to address an area of concern. However, if you are not comfortable speaking with the Chair or you are not satisfied with the Chair’s response, you are encouraged to speak with another officer of the Corporation. For suspected fraud involving the Chair, employees should directly contact another Officer.

**Addressing Reported Violations**

The Corporation Chair, or if applicable, another Director, will acknowledge receipt of any reported or suspected violation or concern within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Any investigation that yields a reasonable basis for suspected ethics violations or complaints regarding corporate accounting practices, internal controls or auditing will be reported to the Executive Council. The EC will address all reported concerns and work with the Chair of the Corporation or other appropriate Corporation Director or employee until the 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.