



## American Society for Colposcopy and Cervical Pathology Whistleblower Policy

This Whistleblower Policy of The American Society for Colposcopy and Cervical Pathology “ASCCP” or “Society”: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of ASCCP; (2) specifies that ASCCP will protect the person from retaliation; and (3) identifies where such information can be reported. This policy applies to all staff, including part-time, temporary, and contract employees, as well as Directors, Officers, and other organization volunteers.

### Encouragement of reporting

ASCCP encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Society itself, by its leadership, or by others on its behalf. Appropriate subjects to bring forward under this policy would include, but not limited to, financial improprieties, accounting or audit matters, or other similar illegal or improper practices or policies. Other subjects wherein ASCCP has existing complaint mechanisms should be addressed under those venues. For example: alleged discrimination or harassment issues would be handled via ASCCP’s human resources channels or the existing Ethics Code procedures for ethical violation allegations, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other venues.

### Protection from retaliation

ASCCP prohibits retaliation including harassment, intimidation, adverse employment actions, or any other form of retaliation by or on behalf of the Society against staff or volunteers who raise suspected violations of law, cooperate in inquires or investigations, or identify potential violations of ASCCP policies. This protection extends to those whose allegations are made in good faith but prove to be mistaken. ASCCP reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

### Where to report

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Society’s Chief Executive Officer or the President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Immediate Past President. The Society will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that ASCCP may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously, or to report the result to the initiating volunteer or staff.



*This policy has been reviewed, approved and adopted by the Board of Directors in June 2016.*