

# EMPLOYEE PROTECTION (WHISTLEBLOWER)

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Middle Tennessee School of Anesthesia requires all employees to observe high standards of business and personal ethics in their duties and responsibilities. As employees and representatives of MTSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MTSA can address and correct inappropriate conduct and actions. All MTSA personnel are responsible for reporting concerns about violations of MTSA's code of ethics or suspected violations of law or regulations that govern MTSA's operations.

## NO RETALIATION

It is contrary to the values of MTSA for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MTSA. 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.

## REPORTING PROCEDURE

MTSA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or not satisfied with their response, you are encouraged to speak with the Director of Human Resources or a member of Executive Administration. Supervisors must report complaints or concerns about suspected ethical and legal violations in writing to MTSA's Office of Human Resources, which is responsible for investigating all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Director of Human Resources.

## ACTING IN GOOD FAITH

Anyone filing a written 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 false allegations which prove to have been made maliciously and which the reporting employee knew to be false at the time that the employee made the allegations will result in the reporting employee being subject to discipline up to and including termination of employment.

## CONFIDENTIALITY

Violations or suspected violations may be submitted confidentially by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. However, MTSA cannot guarantee the confidentiality of employees who submit complaints or concerns.

## HANDLING OF REPORTED VIOLATIONS

MTSA's Director of Human Resources will notify the person who submitted a complaint 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. The employee submitting the complaint is not entitled to be kept informed of the status of the investigation or a full report regarding the investigation; however, the employee will be provided with any information about the investigation which MTSA determines is appropriate to share with the employee.