

## **GLP Whistleblower Policy**

The Science Literacy Project dba Genetic Literacy Project requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the GLP, 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 GLP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of GLP's code of ethics or suspected violations of law or regulations that govern GLP's operations.

### **No Retaliation**

It is contrary to the values of GLP for anyone to retaliate against any board member, officer, employee or volunteer 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 GLP. 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**

GLP 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 you are not satisfied with your supervisor's response, you are encouraged to speak with a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the full Board, whose members have the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Board.

### **Accounting and Auditing Matters**

Any Board member alerted to a concern in writing shall immediately notify the full Board of any concerns or complaint regarding corporate accounting practices, internal controls or auditing until the matter is resolved.

### **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 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. 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 Board will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within 14 days of its receipt. All reports will be promptly investigated by the full Board and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on August 10, 2021.