

# EXTRACORPOREAL LIFE SUPPORT ORGANIZATION

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Phone: 1-734-293-2101

## Extracorporeal Life Support Organization (ELSO) **Whistleblower and Non-Retaliation Policy**

### **I. General**

ELSO requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors, officers, employees, members, and representatives of ELSO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable policies, laws, and regulations.

### **II. Reporting Responsibility**

It is the responsibility of all directors, officers, employees, and other participants in ELSO activities to comply with and to report violations or suspected violations of professional codes of ethics, ELSO policies, laws, or regulations in accordance with this policy.

### **III. No Retaliation**

No director, officer, employee, contractor, or other participant in ELSO activities who in good faith reports a violation of ELSO policies, regulations, or law shall suffer harassment, retaliation or adverse employment or participation consequence. An employee, director, or officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and/or removal from office. This Whistleblower Policy is intended to encourage and enable employees and others participating in ELSO activities to raise serious concerns within ELSO prior to seeking resolution outside ELSO.

### **IV. Reporting Violations**

Directors, officers, employees, and others participating in ELSO activities should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees and others should report to the ELSO President. However, if an employee or other person is not comfortable speaking with the President or is not satisfied with the response, that employee or other person is encouraged to report to any member of the Board.

### **V. Acting in Good Faith**

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. 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 of the Code, ELSO policy, regulation, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

### **VI. Confidentiality**

Upon the request of the complainant, ELSO will use its best efforts to protect the confidentiality of the complainant from any good faith report. 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.

### **VII. Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the President or board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.