



WHISTLEBLOWER POLICY

The American Society of Hand Therapists (ASHT) is committed to high standards of ethical, moral and legal business conduct. ASHT's Whistleblower Policy:

1. encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of ASHT
2. specifies that ASHT will protect the person from retaliation
3. identifies where such information can be reported.

Encouragement of Reporting

ASHT encourages complaints, reports or inquiries about illegal practices or serious violations of ASHT policies, including illegal or improper conduct by ASHT itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

Other subjects on which ASHT has existing complaint mechanisms should be addressed under those mechanisms, 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 mechanisms.

Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Protection from Retaliation

The ASHT prohibits retaliation by or on behalf of the ASHT against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. ASHT 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 basis for the complaints, reports or inquiries and should be directed to the ASHT executive director or president. If both of those persons are implicated, the complaint, report or inquiry should be directed to the ASHT secretary/treasurer. ASHT will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that ASHT may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

ASHT's action in response to a report of concern under this policy will depend on the nature of the concern. Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.