
WHISTLEBLOWER POLICY

Whistleblower Policy

Procedure Sections

Last Revised: June 2014

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Reason for Procedure

This procedure outlines the policy and processes for allowing employees, non-management or management to alert others that there is a perceived problem.

Who Should Know This Procedure

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

Subject	Contact
Whistleblower Questions	Administrative Vice President President Board Chair



Applicable ACP Policies

- None
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Whistleblower Policy at ACP

Whistleblower Policy Signed by ACP Employees

If any employee reasonably believes that some policy, practice or activity of the Aspen Center for Physics is in violation of law, that employee must file a written complaint with the Administrative Vice President or the Board President.

It is the intent of the Aspen Center for Physics to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity or policy to the attention of ACP and provides the ACP with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is available only to employees that comply with this requirement.

ACP will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some ACP practice, or of another individual or entity with whom ACP has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or of a clear mandate of public policy.

ACP will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any ACP activity, policy, or practice that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Roles & Responsibilities

Board President: Responsible for conducting an investigation if an employee or member has a concern about a policy, practice or activity at the Aspen Center for Physics.

Administrative Staff: Responsible for conducting an investigation if an employee or member has a concern about a policy, practice or activity at the Aspen Center for Physics.



Board Chair: Responsible for monitoring a whistleblowing incident if the President and/or Administrative Vice President are unable to resolve the situation.

Appendix: Applicable Federal Regulations & Criteria

See the Whistleblower Protection Enhancement Act of 2012

