



**FAMILIES. RESEARCH.
CLINICS. COMMUNITY.**

WITH YOU FOR THE JOURNEY.

REPORTING OF A VIOLATION OF ANGELMAN SYNDROME FOUNDATION
ETHICS AND POLICIES
“Whistleblower Policy”

Purpose

The purpose of this policy is to provide all Board Members, Committee Members, Staff and Volunteers with guidelines for the reporting of unethical or illegal behavior by Angelman Syndrome Foundation Board Members, Committee Members, Staff, vendors, professional service providers, volunteers or affiliated organizations.

Policy

The Angelman Syndrome Foundation is committed to lawful and ethical behavior in all of its activities and requires its board members, committee members, staff and volunteers (“ASF Person) to conduct themselves in a manner that complies with all applicable laws and regulations. At any time an ASF Person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by the Angelman Syndrome Foundation or any other ASF Person, or believes that an action needs to be taken for the Angelman Syndrome Foundation to be in compliance with law or appropriate ethical standards, the ASF Person should promptly advise the President or the Vice President, Secretary/Treasurer and Executive Director. The President or Vice President, Secretary/Treasurer and Executive Director will share any finance-related reports with the Chair of the Finance/Audit Committee.

If management is unresponsive, if the complainant believes management will be unresponsive, or if management is itself the subject of the concern, the ASF Person should contact the Chair of the Angelman Syndrome Foundation Finance/Audit Committee to report his or her concerns. Every effort will be made to investigate the report, correct a problem, or prevent future problems, the Angelman Syndrome Foundation cannot, however, promise complete confidentiality.

No ASF Person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law or unethical conduct.