

Whistleblower Policy – Sarbanes Oxley Act

The American Society for Photobiology is committed to high standards of ethical, moral, and legal business conduct. Therefore, the Association encourages any person with knowledge of illegal or material improper conduct involving the finances or other operations of the Association to bring such matter to the attention of the Association leadership as set forth in this policy.

Complaints pursuant to this policy should be made in writing to either the Executive Director or the President. If both the Executive and the President are subjects of the complaint, then the Finance Committee Chair is an acceptable alternative recipient. Upon receipt of a complaint, the recipient shall inform the Executive Committee, which shall oversee disposition of the complaint. The Executive Committee shall report to, or engage, Council as the Committee considers warranted. Complaints should be signed and should include contact information of the complaining party. Anonymous complaints may be submitted, but they generally require greater specificity and more support, since the complaining party is not available for further inquiry. All credible complaints will be adequately investigated, and appropriate remedial action will be taken. Legal or other counsel shall be obtained by the Association as deemed necessary or useful. Complaints will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. No person making a complaint in good faith shall be retaliated against, even if it is ultimately determined by the Association that the complaint is without merit