

# Open Arms Therapy (OAT) Employee Protection Policy

The Open Arms Therapy (OAT) Employee Protection Policy detailed herein is also known as the Whistleblower Protection Policy.

The Employee Protection Policy is hereinafter referred to as “EPP.” Open Arms Therapy is hereinafter referred to as “OAT.”

The EPP applies to all employees, whether paid or volunteer, of OAT.

An employee is defined as a person or entity who performs duties related to OAT, and includes anyone acting as a member of the Board of Directors for OAT, a volunteer who works with clients of OAT or any person or entity who may receive any compensation from OAT, except that independent contractors are not employees of OAT.

If any employee of OAT reasonably believes that some policy, procedure or activity of OAT is in violation of law the employee must tender a written complaint to the Board of Directors President.

A written complaint is defined as a writing that includes the name of the employee, the date, the date of the violation that the written complaint is about, and any relevant information that evidences the violation.

It is the intent of OAT to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy to support the organization’s goal of legal compliance.

The support of all employees is necessary to achieving compliance with any and all laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, procedure or practice to the attention of OAT and provides OAT with a reasonable opportunity to investigate and correct the alleged violation.

The protection described below is only available to employees that employ with this requirement.

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

OAT will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public entity, any activity, policy, procedure or practice of OAT that the

employee reasonably believes is a violation of law, rule, or regulation mandated pursuant to law or is a violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

The signature of \_\_\_\_\_ below indicates that he/she has received this EPP and by signing below avers that he/she understands this EPP and its policy.

SIGNED \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Printed name of employee

\_\_\_\_\_  
Position of employment with OAT

I, \_\_\_\_\_, have been provided with an opportunity to ask questions about this policy and state that I have read this EPP and understand what I have read.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have witnessed the signature of \_\_\_\_\_ to this EPP on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

I, \_\_\_\_\_, have witnessed the signature of \_\_\_\_\_ to this EPP on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness