



Whistleblower Protection Policy

The International Rett Syndrome Foundation (IRSF) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of IRSF we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that IRSF can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations IRSF's code of ethics or suspected violations of law or regulations that govern IRSF's operations.

No Retaliation

It is contrary to the values of IRSF for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports a suspected violation of any regulation governing the operations of IRSF. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

IRSF has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their manager or with the Executive Director. Managers are required to report concerns about suspected ethical and legal violations in writing to IRSF's Executive Director, who is responsible for ensuring that all complaints are investigated and resolved. The Executive Director shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Board of Directors until the matter is resolved. Questions, concerns or complaints involving the Executive Director should be directed to the Board of Directors Chairman.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

IRSF's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by IRSF Board of Directors on December 5, 2019