

Baltimore Research and Education Foundation, Inc.	Whistleblower Protection Policy	No.		25
		Effective Date		03/11/2009
		Revision Letter		B
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will encourage employees to report suspected or actual illegal or improper activity.

2.0 Scope

This policy applies to all BREF employees.

3.0 Policy

3.1 BREF encourages its employees to report suspected or actual illegal or improper activity, financial or otherwise. BREF will not condone any activity that is illegal or improper, whether done by a Board Member or employee.

3.2 Any activities that a BREF employee believes to be illegal or improper should be reported to the Executive Director or President of the BREF. Employees will be protected against retaliatory actions resulting from reporting unethical conduct. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should notify the Executive Director or President as soon as possible.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/1/2008	A	Heather Riley	Put policy into approved format.
1/26/2011	B	Shirley Rutledge	Minor wording change. Policy approved at the BREF Board meeting held 1/26/2011.