

## **B. Whistle Blower Policy**

YSI will not adopt or enforce any rule, regulation, or policy preventing an employee from disclosing information to YSI or to a governmental or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of or non-compliance with a state or federal rule or regulation.

If any YSI employee wishes to make a report regarding suspected unlawful activity, he or she should report the activity immediately to Human Resources who will initiate a prompt, thorough, and objective investigation. Reports should be in writing with as much detail as possible. Oral and anonymous reports will also be accepted and investigated.

Opposition to perceived unlawful conduct includes threatening to file a discrimination complaint with the EEOC, DFEH, DLSE, other state agency, or court, or complaining or protesting about alleged unlawful conduct to a manager, co-worker or other YSI official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about an employment practice constitutes protected opposition only if the employee communicates to YSI a reasonable good faith belief that the practice opposed constitutes unlawful employment conduct. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or threatening of employees or supervisors is not protected. Inappropriate or unlawful conduct by the complaining employee, whether disclosed by the complaining employee or discovered during the course of YSI's investigation, is not protected.

YSI will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment statutes or at other hearings regarding protected employee rights. YSI also prohibits retaliation against someone closely related to or associated with the employee exercising such rights. Examples of retaliation include, but are not limited to, hostile conduct toward an employee who participated in protected activity. Such conduct includes, but is not limited to, shunning of employees, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job performance.

If an employee is unclear as to what kind of activity may be prohibited retaliation, the employee should contact Human Resources immediately for more information.