

Complaint Procedure and Anti Retaliation Policy

Any employee who believes he or she has been subject to or witnessed illegal discrimination on the basis of race, color, national origin, or sex or illegal discrimination on the basis of handicap, is requested and encouraged to make a complaint. This policy applies explicitly to employment, recruitment, compensation and any fringe benefits provided to all Coriell employees. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. If you do not feel comfortable addressing the individual directly, you should bring your complaint directly to the HR Manager and Civil Rights Coordinator, April Jackson. You may inform your manager of the behavior as well, but any formal complaints should go through the office of Human Resources. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to Human Resources. If you wish to remain anonymous due to the severity of the situation you also have access to Coriell's Ethics Hotline. Please visit <https://coriell.ethicspoint.com> or call Toll-free Telephone Number: 1-888-239-9180 (USA)

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Coriell will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

The Institute strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of Coriell's policies, applicable laws, rules or regulations, or a clear mandate of public policy. This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. It is also intended to encourage all employees to cooperate with Coriell in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

No employee should be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any other manner as a result of his or her making a good faith complaint or assisting in the handling or investigation of a good faith complaint, that a Coriell policy, an applicable law, rule or regulation, or a clear mandate of public policy has been violated.

Coriell prohibits employees from being retaliated against even if their complaints are proven unfounded by an investigation, unless the employee knowingly made a false allegation, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith. Employees have an obligation to participate in good faith in any internal investigation of retaliation. Coriell takes all complaints of retaliation very seriously. All such complaints will be reviewed promptly and, where appropriate, investigated.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

This policy can be made available for those with limited English proficiency and for those with hearing and/or vision impairment upon request from April Jackson, HR Manager and Civil Rights Coordinator at ajackson@coriell.org or (856) 668-2074.