



## **REPORTING AND MANAGING SAFETY ISSUES**

PNRI is committed to a culture where safety and health are core values, adopted and practiced throughout all levels of the Institute.

All scientific and administrative staff have a role to play in ensuring everyone has all that they need to work safely, using good judgment and adhering to environmental health and safety precautions. When something goes wrong or even almost goes wrong, it is important to report concerns to the appropriate level of the organization.

Individuals with specific safety questions or concerns are encouraged to raise them with his or her immediate supervisor or Principal Investigator (PI). Dealing with safety issues through his or her supervisor or PI is the preferred method; however, when this approach is unsuccessful in resolving a safety issue, you may contact PNRI's EHS Officer directly. The EHS Officer will, on request, keep the name of a complainant confidential; however, in some instances, this constraint may prevent the thorough investigation and resolution of a complaint.

If for any reason an employee finds it difficult to report his or her concern to his or her supervisor, PI, or the EHS Officer, the employee can report it directly to the President & CEO or Director, Human Resources.

If an employee is truly not comfortable speaking with someone directly, he or she should report the information anonymously and confidentially by contacting Lighthouse Services, Inc. Lighthouse Services, Inc. is an independent, third-party vendor retained by PNRI that allows employees to remain anonymous while reporting any possible violations regarding ethics, discrimination, harassment, and safety. The purpose of this service is to ensure that any employee wishing to submit a report can do so anonymously and without fear of retribution or retaliation.

Lighthouse Services provides a toll-free number along with several other reporting methods, all of which are available 24 hours a day, seven days a week for use by employees.

Toll-Free Telephone:

- English speaking USA and Canada: 844-490-0002
- Spanish speaking USA and Canada: 800-216-1288

Website: [www.lighthouse-services.com/pnri](http://www.lighthouse-services.com/pnri)

E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)

In all instances where safety concerns are raised, the PNRI employee making a complaint is protected against any forms of retaliation with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages).

Employees who believe that they have been retaliated against may file a written complaint with the President & CEO or the Director, Human Resources. A proven complaint of retaliation will result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.