

 <div> PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i> </div>		NUMBER: 3.02 APPROVAL DATE: 00-00-0000 EFFECTIVE DATE: 12-02-1975 REVISED DATE: 03-07-2023
POLICY SUBJECT: External Communications	RESPONSIBLE DEPARTMENT: Legal	

A. PURPOSE:

This Policy Letter describes the protocol for responding to requests for information regarding Incidents at the Pennsylvania Turnpike Commission (Commission).

Employees of the Commission are advised to immediately notify the Chief Counsel when any person or entity requests information concerning any Incident, especially accidents, that occurred on the Pennsylvania Turnpike System. This also applies when any Commission employee is approached and requested to make a statement or is served with a subpoena to appear and testify concerning any Commission matter or is served with a complaint regarding an Incident.

B. SCOPE:

This policy applies to all external communications by Commission employees regarding any Incident.

C. GENERAL POLICY:

The Chief Counsel shall be notified immediately when any Commission employee receives a complaint, subpoena or any other request for information regarding any Incident. The Chief Counsel shall decide how to appropriately respond to the complaint, subpoena or request.

D. DEFINITIONS:

Government Agency shall mean the Equal Employment Opportunity Commission, the National Labor Relations Board, the Occupational Safety and Health Administration, the Securities and Exchange Commission, the Pennsylvania Human Relations Commission, the Pennsylvania State Police, or any other federal, state, or local governmental agency or commission.

Incident shall mean any accident or occurrence on the Pennsylvania Turnpike System that is an exception to the normal operation of the Commission, regardless of whether any employees were involved.

E. PROCEDURES:

Any Commission employee who becomes aware of an investigation being conducted on the Pennsylvania Turnpike System, other than one by a Government Agency, or is approached by an investigator or member of the media or is served with a subpoena or complaint regarding an Incident, shall immediately notify

the Chief Counsel of the presence of the individual or service of a subpoena or complaint, and seek the Chief Counsel's advice as to the method and manner of handling the situation, before offering any information or providing any documents.

Nothing in this policy prohibits an employee from reporting possible violations of a federal or state law or regulation to any Government Agency or making any other disclosures that are protected under a federal or state law or regulation. Employees do not need the prior authorization of the Chief Counsel to make any such reports or disclosures and employees are not required to notify the Chief Counsel that they have made such reports or disclosures.

Failure to adhere to this policy and subsequent procedures from the Chief Counsel regarding external communications and requests for information may result in discipline up to and including termination.

This Policy Letter supersedes all previous Policy Letters on this subject.