**Whistleblower Protection Policy**

ACHENA requires all Commissioners, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of ACHENA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable those associated with ACHENA to raise serious concerns internally to address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of ACHENA’s code of ethics or suspected violations of law or regulations that govern ACHENA’s operations.

**No Retaliation**

It is contrary to the values of ACHENA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law. Such complaints of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of ACHENA shall be protected. A board member, officer, employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, volunteer, or member status within the organization.

**Reporting Procedure**

ACHENA has an open-door policy. Board members, officers, employees and volunteers are encouraged to share their questions, concerns, suggestions or complaints with their respective supervisor or committee chair. If you are not comfortable speaking with your supervisor or committee chair, or you are not satisfied with the response, you are encouraged to speak with the Vice President or another board member. Supervisors and committee chairs are required to report complaints or concerns about suspected ethical and legal violations in writing to ACHENA’s Executive Committee, who has the responsibility to investigate all reported complaints. Concerns or complaints may also be submitted in writing directly to a supervisor, committee chair, the Vice President or the Executive Committee.

**The Executive Committee**

This committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Committee will advise the full Board of Directors of all complaints and their resolution and will report, at least annually, to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters**

ACHENA’s Executive Committee shall immediately notify the Treasurer and Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The Executive Committee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Policy approved by the Board of Directors on January 23, 2020