

## AIA Policies and Procedures Manual

### Whistleblower Policy

The AIA requires all board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

- It is the responsibility of all board members and employees to report violations of applicable laws and questionable or improper accounting procedures within the organization to one of a supervisory role.
- All violations or suspected violations must be reported within 90 days once identified.
- No board member or employee who in good faith reports an ethics violation will suffer harassment, retaliation or adverse employment consequence.
- The AIA will protect the confidentiality of the violations and suspected violations to the extent needed to conduct an adequate investigation.
- Any false allegations proven to be non-substantive and known to be malicious will be handled with disciplinary actions as stated under the Employee Conduct and Rules.