

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

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| <i>Name:</i> | | <i>Written By:</i> |
| WHISTLEBLOWER | | Steve Bent, Executive Director |
| <i>Initial Approval:</i> | <i>Revision Date:</i> | <i>Applies To:</i> |
| 01/07/19 | | Board and Staff |

The International Association of Workforce Professionals (IAWP) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the IAWP 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 employees and others to raise serious concerns internally so that IAWP can 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 IAWP's code of ethics or suspected violations of law or regulations that govern IAWP's operations.

NO RETALIATION

It is contrary to the values of IAWP 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 as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IAWP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE

IAWP has an open door policy and suggests that employees and board members share their questions, concerns, suggestions or complaints with the Executive Director or member of the Executive Committee. If you are not satisfied with that response, you are encouraged to submit their concerns in writing directly to the Board of Directors. The Executive Director and Executive Committee members are required to report complaints or concerns about suspected ethical and legal violations in writing to the IAWP's Board of Directors, who has the responsibility to investigate all reported complaints.

COMPLIANCE

The IAWP Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board of Directors will appoint a group of three to investigate the complaint and advise the Board of Directors of all complaints and their resolution.

ACCOUNTING AND AUDITING MATTERS

IAWP POLICY: Whistleblower

The IAWP Board of Directors shall immediately notify the Internal Review 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 IAWP Board of Directors 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.

Adapted from: <https://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf>