

Whistle-Blower Provision Policy

As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all employees to comply with professional practices and ethics and to report violations or suspected violations in accordance with this whistle blower policy.

No employee who, in good faith, reports a violation shall suffer harassment, retaliation or adverse employment consequences. 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. This policy is intended to encourage and enable employees and others to raise serious concerns within ACEC WI prior to seeking resolution outside the organization.

This policy addresses the organization's open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the president is in the best position to address an area of concern. However, if an employee is not comfortable speaking with the president or is not satisfied with the response, the employee may address the ACEC WI Chairman of the Board. The president and/or chairman shall advise the ACEC WI Board of Directors of all substantiated ethical violations and keep the board abreast of the situation until the matter is resolved.

Anyone filing a complaint concerning an ethical 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.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The president will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Reviewed by legal counsel December 2005
Adopted by ACEC WI Board of Directors June 7, 2006
(revised to reflect title changes September 2010)

This policy is required per IRS Form 990.
The policy resides in the ACEC WI Policies file, with a copy in the ACEC WI Employee Handbook.