



## **Whistleblower Protection Policy**

### **A. General.**

The Construction Owners Association of America (COAA) requires that its managers, employees, volunteers, and other members of the organization observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the COAA must practice honesty and integrity in accomplishing their responsibilities as well as comply with the applicable law and regulations. This COAA Whistleblower Policy aims to outline a procedure for all members of the organization to report actions that they reasonably believe to be a violation of the law, regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is relevant to the COAA practices and business, and does not relate to private acts of an individual not connected to the business of the COAA.

### **B. Application.**

This Whistleblower Protection Policy applies to all of the COAA members, the board of directors, managers and employees, whether part-time, full-time, or temporary status, to all volunteers, to all those who provide contract service, and to all officers, each of whom shall be entitled to protection under this policy.

### **C. Reporting Responsibility.**

The Whistleblower Policy is intended to encourage and enable employees, members, managers and others associated with COAA to report serious concerns internally. This is to make sure that COAA can address and correct inappropriate conduct throughout their organization. A protected person is encouraged to report information relating to illegal practices or violations of a COAA policy that such a person reasonably believes to be credible.

### **D. Reporting Procedure.**

The COAA has an open door policy and suggests that its members and volunteers share their questions, concerns, suggestions or complaints with their appropriate contact or liaison. If you are uncomfortable speaking with your contact or liaison, you are encouraged to forward your inquiries to the Designated Board Member. Liaisons, coordinators and managers are required to share the complaints and concerns with the Designated Board Member and must submit those concerns in writing for documentation purposes. The Designated Board Member has the responsibility of investigating all reported complaints.

If the report of a complaint involves the Designated Board Member, then that report should be sent and communicated with President of COAA who in consultation with the Board of Directors shall be responsible for providing an alternative procedure.

Anyone reporting a violation must act in good faith, and have reasonable grounds for believing that the information shared in their report indicates that a violation of the law, regulations or a COAA policy has occurred.

#### E. No Retaliation.

This Whistleblower Policy is intended to encourage COAA employees, managers, board members, volunteers, members and any other person associated with the organization to share with the Designated Board Member in good faith any concerns going on within the organization. With this goal in mind, no employee, manager, board member, volunteer, member or any other person associated with the COAA who reports a concern or violation shall be subject to retaliation, harassment, intimidation, or other adverse action for reporting information in accordance with this policy.

Any person within the organization who does take adverse action against someone who made a good faith effort to report misconduct will be subject to discipline up to and including dismissal from COAA.

#### F. Designated Board Member.

COAA's Designated Board Member is responsible for ensuring that all complaints of unethical and illegal conduct are investigated and resolved. The Designated Board Member shall prepare a written report of his or her findings and present it to the Board of Directors or a committee designated by the Board of Directors to receive such reports. In connection with such an investigation, all persons entitled to protection shall provide the Designated Board Member with the relevant credible information to complete the investigation. All actions of the Designated Board Member in receiving and conducting the investigation shall strive to protect the confidentiality of all persons entitled to protection.

#### G. Confidentiality.

The COAA encourages anyone reporting a Violation to identify himself or herself when making a report in order to promote a proper investigation. However, if the person is reluctant to make himself or herself known, a detailed report may be anonymously sent via United States Postal Service to the Designated Board Member. Contact information for the Designated Board Member can be found at the end of this Policy. These reports of violations or suspected violations will be kept in confidence to the extent that it is possible. This comes with the understanding that

confidentiality may not be maintained where identification is required by law or where identification is necessary to carry out the investigation by the COAA Designated Board Member.

#### H. Distribution and Implementation of The Whistleblower Policy.

This policy shall be distributed in writing where practical and made available through the COAA website. COAA shall adopt procedures for implementing this policy which may include:

- 1) Documenting reported violations;
- 2) Working with outside counsel to decide whether the reported violation requires review by the Designated Board Member or if it should be directed elsewhere;
- 3) Keeping the Board of Directors or a committee designated by the Board of Directors updated on the investigation;
- 4) Interviewing members, volunteers or any other person within COAA that may have information related to the alleged violation;
- 5) Requesting and reviewing relevant documents and/or requesting outside resources to investigate the violation; and
- 6) Prepare a written record of reported violations to be retained for a specified time period agreed upon by the Board of Directors and Designated Board Member consistent with COAA's Document Retention Policy.

#### I. Handling Reported Violations.

COAA's Designated Board Member will notify the person who submitted a complaint and acknowledge the receipt of the suspected violation to the extent that it was not done anonymously. All reports will be promptly investigated and the appropriate corrective action will be taken if warranted by the investigation.

Joseph Sprys, COAA Vice President  
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The Whistleblower Policy was approved by the Board of Directors on August 14, 2015.