



Policy/Procedure

Policy # 22

Subject: Whistleblower Protection

Effective Date: March 17, 2014

Reviewed by: Past President

Approved by: APIC MN Board of Directors

Revision Dates: 8/2020

POLICY

1. A “whistleblower” is someone who reports illegal activity or violations of organizational policy. Whistleblower protection applies to all APIC MN members, directors, officers, employees (including part-time, temporary, and contract workers) as well as other organization volunteers.
2. APIC MN is committed to maintaining a culture where members, directors, officers and employees are free to raise good faith concerns regarding APIC MN’s business practices. Members, directors, officers and employees are encouraged to report suspected violations of law on the part of APIC MN, to identify suspected violations of APIC MN policies, and to provide truthful information in connection with any official inquiry or investigation.
3. APIC MN will not tolerate retaliation, including harassment, intimidation, adverse actions, or any other form of retaliation, against members, directors, officers and employees who raise good faith concerns about violations of law, who cooperate in inquiries or investigations, or who identify suspected violations of APIC MN policies. Anyone who engages in retaliation will be subject to consequences such as removal from office, termination of membership, or termination of contractual agreements.

PURPOSE

1. To provide a mechanism for members and organization leaders to raise good faith concerns regarding suspected violations of law, questionable conduct involving APIC MN’s assets, or violations of organizational policy

2. To facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body
3. To protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of the organization.

PROCEDURE

1. Suspected violations of law or policy and reports of retaliation should be reported to the APIC MN President and the APIC National.
2. Reports will be investigated promptly, in collaboration with APIC National and in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation.
3. APIC National Human Resources will manage such investigations and may request the assistance of counsel or other outside parties as deemed necessary.

ATTACHMENTS & RELATED FORMS

Resource(s):

APIC Handbook for Employees, August 2010 edition