

## **Whistleblower Protection**

### **Taken from APIC Handbook for Employees**

A “whistleblower” is someone who reports illegal activity or violations of organizational policy. Whistleblower protection is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law, questionable conduct involving APIC’s assets, or violations of organizational policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of the organization. This protection applies to all APIC employees, including part-time, temporary, and contract workers, as well as directors, officers, and other organization volunteers.

APIC is committed to maintaining a workplace where employees are free to raise good faith concerns concerning APIC’s business practices. Employees are encouraged to report suspected violations of law on the part of APIC, to identify suspected violations of APIC policy, including those contained in this Handbook, and to provide truthful information in connection with any official inquiry or investigation.

APIC will not tolerate retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise good faith concerns about violations of law, who cooperate in inquiries or investigations, or who identify suspected violations of APIC policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as practicable consistent with a full and fair investigation. Human Resources will manage such investigations and may request the assistance of counsel or other outside parties as deemed necessary. Human Resources will report the findings of the investigation to the Chief Executive Officer. In the event that a reported violation concerns the Chief Executive Officer, the report will be submitted to the President of the APIC Board of Directors.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should report that incident to his/her supervisor or Human Resources. Supervisors and managers who receive complaints of retaliation must inform Human Resources immediately, or if such retaliation involves Human Resources, the supervisor must report such complaints to the Chief Executive Officer.