

Title: **ACEC/G WHISTLEBLOWER POLICY**

Policy Number: _____ Date: May 12, 2009

Secretary: _____ Date: _____

Original Issue Date: May 12, 2009

Revisions

No.	Section	Sponsor	Board Approval Date
			May 12, 2009

I. Purpose

ACEC/G is committed to compliance of all laws and regulations to which it is subject, including but not limited to reporting concerns about discrimination, harassment, corporate fraud or potential violations or criminal law.

II. Background

In addition to complying with the law, it is the policy of ACEC/G to promote ethical practices and ethical treatment of its members and employees. Beginning 2009, ACEC/G re-examined its governance and management policies as a check-up on best practices and to be in full compliance with new IRS 990 requirements. As a result, an ACEC/G Whistleblower Policy was adopted in order to assume a responsibility for the stewardship of member and employee contributions and resources.

III. Procedures

ACEC/G has a responsibility for the stewardship of member and employee contributions and resources. In fulfilling that responsibility, ACEC/G is committed to compliance to all laws and regulations to which it is subject, including but not limited to reporting concerns about discrimination, harassment, corporate fraud or potential violations or criminal law.

In addition to complying with the law, it is the policy of ACEC/G to promote ethical practices and ethical treatment of its members and employees. Whether known or suspected, instances of misuse of ACEC/G resources or other improper activities should be reported and appropriately investigated. Members and employees have a responsibility to each other and to the organization to maintain an environment in which problems are addressed immediately, and ACEC/G will not tolerate retaliation against members or staff for raising such questions or concerns.

ACEC/G endorses and utilizes internal controls and operating procedures intended to detect and prevent improper activities. If, however, those controls or procedures fail to safeguard against irregularity, or if intentional or unintentional violation of laws or regulations occur, it is the policy of ACEC/G that members and employees are encouraged to report those irregularities and violations. ACEC/G will promptly investigate such concerns or reports of retaliation in a manner to protect

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confidentiality to the extent possible. ACEC/G will take corrective action where the investigation determines that a member or employee was subjected to retaliation for engaging in protected conduct, or that a member's or employee's concerns are substantiated. Any employee who engages in retaliation will be subject to discipline up to, and including, termination.

IV. References

ACEC Staff Manual – *Prohibition Against Retaliation for Raising Concerns*

V. Appendix