

AIA Policies and Procedures Manual



Whistleblower Policy

The AIA requires all board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

- It is the responsibility of all board members and employees to report violations of applicable laws and questionable or improper accounting procedures within the organization to one of a supervisory role.
- All violations or suspected violations must be reported within 90 days once identified.
- No board member or employee who in good faith reports an ethics violation will suffer harassment, retaliation or adverse employment consequence.
- The AIA will protect the confidentiality of the violations and suspected violations to the extent needed to conduct an adequate investigation.
- Any false allegations proven to be non-substantive and known to be malicious will be handled with disciplinary actions as stated under the Employee Conduct and Rules.