

Whistleblower Policy

Purpose

The [Corpus Christi Chapter of the American Institute of Architects, Inc., \(CCC-AIA\)](#) is open and accountable to its members and employees. The [CCC-AIA](#) Board of Directors expects all [CCC-AIA](#) volunteers and employees to obey the law and act ethically. It also expects employees to report honestly to their supervisors. It requires that volunteers and employees contact senior management, General Counsel, or [CCC-AIA](#) officers, as appropriate, about any activity that they think might violate law, policy, or ethical standards.

This policy is intended to cover serious concerns that could affect the [CCC-AIA](#). These include actions that:

- could lead to inaccurate financial reporting;
- are unlawful, such as fraud, theft, embezzlement, or other illegal activities;
- are inconsistent with policies or procedures;
- otherwise amount to serious misconduct, such as unethical business conduct, other inappropriate conduct, or concerns about employee health risks that are caused by or are otherwise under the control of [CCC-AIA](#) management. (Such health concerns might arise, for example, if [CCC-AIA](#) management were to permit asbestos-containing insulation to be removed without properly protecting employees);
- result in the destruction of documents in a manner inconsistent with the [TSA's](#) records retention policy; or
- result in the inappropriate or illegal use of [CCC-AIA](#) property (e.g., using [CCC-AIA](#) property for personal gain).

The policy is intended to encourage and enable you and others to raise serious concerns within the [CCC-AIA](#) before seeking action from outside sources.

Protecting Your Confidentiality

Every effort will be made to protect your confidentiality, and the [CCC-AIA](#) will not tolerate harassment or retaliation of any sort against anybody submitting a report under this policy. While anonymous reports will be accepted, you are encouraged to identify yourself to strengthen the credibility of your report and to help the follow-up investigation. Malicious or knowing false reports, however, may result in disciplinary action, up to and including termination of your employment or service as a volunteer.

Reporting a Violation

You should follow these guidelines when reporting a violation under this policy:

- Where possible, if you are an employee, you should report the violation initially to your direct supervisor. In most cases, your supervisor should be in the best position to address an area of concern.

- If you are a volunteer, or if you are an employee who is not comfortable speaking with your supervisor about a violation, you are encouraged to speak with the General Counsel. If you are not comfortable speaking with the General Counsel, you may speak with the Executive Director.
- This policy requires every supervisor or other manager to report suspected violations to the General Counsel. The supervisor should not have anything else to do with the matter unless directed by the General Counsel.
- Except under extraordinary circumstances, the President and the Executive Director will be informed when a report is received. Other persons may also be notified on a need-to-know basis.