



## **Whistle-blower Policy**

### **Policy**

IASP requires all IASP personnel to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the IASP, all IASP personnel must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

Through this whistle-blower policy, IASP encourages and enables employees and others to raise serious concerns internally so that IASP can address and correct inappropriate conduct and actions. It is the responsibility of all IASP Personnel to report concerns about violations of IASP's code of ethics or suspected violations of law or regulations that govern IASP's operations.

### **No Retaliation**

It is contrary to the values of IASP for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IASP. IASP Personnel who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of role within IASP

### **Reporting Procedure**

IASP has an open communications policy and suggests that IASP Personnel have their questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or not satisfied with the supervisor's response, IASP Personnel are encouraged to speak with the Executive Director, or a board member, if appropriate.

Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the IASP's Executive Director or the relevant officers of the Board [President, Treasurer, General Secretary) who have the responsibility to investigate all reported complaints. IASP Personal with concerns or complaints, may also submit their concerns in writing directly to their relevant Supervisor.

The IASP's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the Board of all



complaints and their resolution and will report to the Treasurer all matters relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters**

The IASP's Executive Director shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Officers of the Board until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The IASP's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.