

NACPM STATE CHAPTER WHISTLEBLOWER POLICY

Purpose

NACPM State Chapters (“Organization”) are committed to observe high standards of legal and ethical business conduct. Organization expects its leaders to exercise honesty and integrity in fulfilling Organization’s responsibilities and complying with all applicable laws and regulations.

This policy is intended to protect NACPM State Chapter board members, officers, employees and other volunteers who make good faith reports about perceived Wrongful Conduct within the organization.

Wrongful Conduct is defined as a violation of applicable law or regulations or material violations of the Organization’s operating policies. (“Wrongful Conduct”). Examples of Wrongful Conduct that this policy is intended to address include, but are not limited to:

- Falsification of the Organization’s financial reports, tax returns or other financial documents
- Non-compliance with the Organization’s legal responsibilities
- Misappropriation of funds or theft of property of the Organization; or
- Material violations of conflict of interest, record retention, employee protection or other Organization policies

Whistleblower Protection

In pursuit of this intention, it is our policy to:

1. Enable our officers, members, volunteers and employees to make good faith reports to the Board about any conduct or conditions that impair the integrity of our financial procedures and controls
2. Maintain a record of any good faith complaint or concern raised about the integrity of the financial procedures and controls
3. Have a designee not involved in the complaint address the complaint and concerns in a reasonably prompt manner
4. Resolve such complaints or concerns with a report, as is appropriate, to the Board or Executive Committee and the complainant, including a report of any appropriate corrective action taken or planned to address the issues raised
5. Ensure that the complainant will not be subject to any adverse action based on reporting such complaints or concerns in good faith