

## **WHISTLEBLOWER POLICY**

### **PURPOSE**

The Pipeline Association for Public Awareness (Association) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The purpose of this policy is to help directors, officers and employees of the Association adhere to all employee protection laws and regulations that apply to the organization.

### **REPORTING REQUIREMENT**

This Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Association can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Association's code of ethics or suspected violations of law or regulations that govern the Association's operations. The support of all employees, officers, directors and members is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Association and provides the Association with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

### **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 and may subject the employee who has made the malicious or false claim to discipline including the termination of employment.

### **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.

### **PROCEDURE**

If any employee, officer or director reasonably believes that some policy, practice, or an activity of the Association is in violation of law, a written complaint must be filed by that employee with the Board President and/or the Vice President. The Board President and/or the Vice President will advise the Executive Director and/or the Board of Directors of all complaints. All reports will be promptly investigated and appropriate corrective action will be taken.

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### **PROTECTIONS**

The Association will not retaliate against or take an adverse action against an employee who in good faith, has made a report or raised a complaint against some practice of the Association, or of another individual or entity with whom the Association has a business relationship, based on a reasonable belief that the practice is in violation of law, or a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.