



## Whistleblower Policy

### I. General

The organization expects its directors, officers, staff members and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Ohio Society of Association Professionals, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### II. Reporting Responsibility

It is the responsibility of all directors, officers and staff members to report "Wrongful Conduct" in accordance with this Whistleblower Policy.

### III. Wrongful Conduct

"Wrongful Conduct" is defined in this Whistleblower Policy to include: a serious violation of the Ohio Society of Association Professionals policy; a violation of applicable state and federal law; or the use of the Ohio Society of Association Professionals property, resources or authority for personal gain or other non-organization-related purpose except as provided under the Ohio Society of Association Professionals policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association.

### IV. No Retaliation

No director, officer or staff member who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any director, officer or staff member who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the board or directors, as applicable. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the Ohio Society of Association Professionals prior to seeking resolution outside the Ohio Society of Association Professionals.

### V. Reporting Wrongful Conduct

The organization encourages its directors, officers and staff members to share their questions, concerns, suggestions or complaints with someone who can address them properly. Any director, officer or staff member may report Wrongful Conduct to the President & CEO or the chair of the board of directors. If the Wrongful Conduct implicates one or both of the President & CEO or the chair of the board of directors or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the board of directors.

### VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct.

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.

### VII. Confidentiality

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

### VII. Handling of Reported Wrongful Conduct