

WHISTLEBLOWER POLICY

It is ACEC's policy that staff are encouraged to raise concerns or questions about ACEC operations that they believe may run counter to ACEC policy or violate the law. ACEC will not tolerate retaliation against staff by supervisors or co-workers for raising such questions or concerns and engaging in conduct protected by law, including but not limited to reporting concerns about discrimination, harassment, corporate fraud or potential violations of criminal law.

If you desire to raise such concerns or believe that you or a co-worker have been subjected to retaliation for having engaged in conduct protected by ACEC policy or law, you should immediately report such conduct to your supervisor. If you prefer not to discuss these sensitive matters with your own supervisor, ACEC strongly encourages you to raise your concerns with another manager outside of your chain of supervision, or with the Human Resources Department, the Vice President of Operations, the President, or if necessary, the Chairman of ACEC or the Financial Oversight Committee chaired by the Treasurer. Supervisors who observe or are informed of conduct in violation of this policy and do not immediately inform the Human Resources Department, the Vice President of Operations, or the President will be subject to disciplinary action. Concerns may be raised anonymously if the person raising the issue prefers that approach.

ACEC will promptly investigate such concerns or reports of retaliation in a manner intended to protect confidentiality to the extent possible. An appropriate supervisor or senior staff executive will notify the concerned individual of the results of the investigation. ACEC will take corrective action where the investigation determines that an employee was subjected to retaliation for engaging in protected conduct, or that an employee's concerns are substantiated. Any employee who engages in retaliation will be subject to discipline up to, and including, termination.