

# Asthma and Allergy Foundation of America

## POLICY STATEMENT

**Name of Policy:** “Whistleblower” Protection Policy

**Originally Passed:** September 6, 2017

AAFA is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that AAFA be apprised of unlawful or improper behavior including, but not limited to, any of the following conduct:

- Fraud;
- Theft;
- Unethical conduct and other improper or illegal activities related to the assets of the organization;
- Improper or inaccurate financial reporting;
- Improper destruction of records;
- Improper or undocumented financial transactions;
- Any other improper occurrences regarding cash, financial procedures, or reporting; and
- Violations of the organization’s conflict of interest policies.

AAFA requests the assistance of every employee and volunteer who has a reasonable belief or suspicion about any improper transaction or conduct. Neither employees nor volunteers will be retaliated against for asking questions or voicing concerns about any conduct of this nature.

AAFA encourages any employee or volunteer who has a concern regarding an action concerning AAFA’s governance, finances, or compliance with all applicable laws and regulations to raise the concern with a supervisor, the President and CEO, or an officer of the Board of Directors.

If for any reason, the employee or volunteer does not believe these channels of communication are adequate, the concern should be reported immediately to either the Chair of the Board of Directors or the Chair of the Board’s Audit Committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis. The officer to whom the report is made will take appropriate action as he/she deems justifiable by the circumstances. The contact information for the officers named is found in the electronic master Board of Directors list found on the “H” network server drive and is updated and distributed regularly to all employees and volunteers.

Reports that are not made in good faith or are otherwise intended to harass or annoy an employee or volunteer may result in disciplinary action, up to, and including termination of employment or expulsion from the Board of Directors.

This policy is to be posted in AAFA’s offices, include in the employee handbook and regularly communicated to the Board and staff.