

# ***SOCIETY OF AMERICAN MILITARY ENGINEERS***

## **WHISTLEBLOWER POLICY**

### Purpose

The Society of American Military Engineers (SAME) encourages its members and its employees to report any concerns they have regarding violations of SAME policies, accounting practices, or compliance with laws. The Whistleblower Policy is intended to encourage members and employees to share their concerns and to protect those reporting a concern from retaliatory actions.

### No Retaliation

No member or employee, who in good faith reasonably believes and reports a violation of SAME policies or suspected violation of law shall be subject to retaliation, harassment, or adverse employment action. Any person who retaliates against someone who has reported their concerns is subject to disciplinary action and may result in termination of employment or termination of membership

### Reporting Procedure

Members and employees are encouraged to discuss any concerns they have regarding compliance with SAME policies, suspected violations of laws, or improper accounting practices with their supervisor or the Executive Director of SAME. If an employee or volunteer is not comfortable reporting their concerns to these individuals, he or she is encouraged to report their concerns to the SAME HR Consultant or SAME General Counsel.

### Requirement of Good Faith

Anyone reporting their concerns regarding a violation or suspected violation will be presumed to be acting in good faith with reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

### Confidentiality

Any concern may be reported anonymously. Regardless, all reports will be kept confidential to the extent practical, consistent with the need to conduct an adequate investigation.

### Review of Reported Violations

The Executive Director, with the assistance of the SAME General Counsel, shall document and promptly investigate all reported concerns and report such concerns, findings and corrective action to the SAME President. If the concern involves the SAME President, the report shall be provided to the 1<sup>st</sup> Vice President. The result of the investigation will be reported in a timely manner to the person who submitted the concern upon completion of the investigation.