Whistleblower Policy

Purpose
The Corpus Christi Chapter of the American Institute of Architects, Inc., (CCC-AIA) is open and accountable to its members and employees. The CCC-AIA Board of Directors expects all CCC-AIA volunteers and employees to obey the law and act ethically. It also expects employees to report honestly to their supervisors. It requires that volunteers and employees contact senior management, General Counsel, or CCC-AIA officers, as appropriate, about any activity that they think might violate law, policy, or ethical standards.

This policy is intended to cover serious concerns that could affect the CCC-AIA. These include actions that:

- could lead to inaccurate financial reporting;
- are unlawful, such as fraud, theft, embezzlement, or other illegal activities;
- are inconsistent with policies or procedures;
- otherwise amount to serious misconduct, such as unethical business conduct, other inappropriate conduct, or concerns about employee health risks that are caused by or are otherwise under the control of CCC-AIA management. (Such health concerns might arise, for example, if CCC-AIA management were to permit asbestos-containing insulation to be removed without properly protecting employees);
- result in the destruction of documents in a manner inconsistent with the TSA’s records retention policy; or
- result in the inappropriate or illegal use of CCC-AIA property (e.g., using CCC-AIA property for personal gain).

The policy is intended to encourage and enable you and others to raise serious concerns within the CCC-AIA before seeking action from outside sources.

Protecting Your Confidentiality
Every effort will be made to protect your confidentiality, and the CCC-AIA will not tolerate harassment or retaliation of any sort against anybody submitting a report under this policy. While anonymous reports will be accepted, you are encouraged to identify yourself in order to strengthen the credibility of your report and to help the follow-up investigation. Malicious or knowing false reports, however, may result in disciplinary action, up to and including termination of your employment or service as a volunteer.

Reporting a Violation
You should follow these guidelines when reporting a violation under this policy:

- Where possible, if you are an employee, you should report the violation initially to your direct supervisor. In most cases, your supervisor should be in the best position to address an area of concern.

- If you are a volunteer, or if you are an employee who is not comfortable speaking with your supervisor about a violation, you are encouraged to speak with the General Counsel. If you are not comfortable speaking with the General Counsel, you may speak with the Executive Director.
This policy requires every supervisor or other manager to report suspected violations to the General Counsel. The supervisor should not have anything else to do with the matter unless directed by the General Counsel.

Except under extraordinary circumstances, the President and the Executive Director will be informed when a report is received. Other persons may also be notified on a need-to-know basis.