

AIAPR | WHISTLEBLOWER POLICY

Purpose

The Puerto Rico Chapter of the American Institute of Architects (**AIAPR**) is open and accountable to its members. AIA Puerto Rico expects all volunteers and contractors to obey the law and act ethically. It also expects volunteers and contractors to report honestly to the board. It requires that volunteers and contractors contact AIAPR 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 AIAPR. 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.
- result in the destruction of documents in a manner inconsistent with the AIAPR records retention policy; or
- result in the inappropriate or illegal use of AIAPR property (e.g., using AIAPR property for personal gain).

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

Protecting Your Confidentiality

Every effort will be made to protect your confidentiality, and the AIAPR 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 knowingly false reports, however, may result in disciplinary action, up to and including termination of your contract or service as a volunteer.

Reporting a Violation

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

- If you are a volunteer, or contractor you are encouraged to speak with any member of the board of the AIAPR.
- All board members must inform the President directly when a violation is reported. Other board members may also be notified on a need-to-know basis.
- If the violation you are reporting has to do with fraud or financial misconduct, you should contact the AIAPR Treasurer.

Investigation and Report

The following guidelines apply to investigations:

- The AIAPR Board has specific and exclusive responsibility to investigate all reported violations. Any member of the board may find it appropriate to recuse him/herself and he/she will retain impartial.
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- To the extent possible, your report will be acknowledged within 5 business days. You will also be informed about next steps and about when you may expect to hear more about the investigation of your reported allegations.
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- The AIAPR Board will conduct a prompt investigation, while doing everything possible to keep your identity and role confidential. (You should be aware, however, that legal requirements or other circumstances may make it impossible to fully protect confidentiality in some cases.) You will be notified within 2 weeks if a broader investigation appears to be needed.
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- You are not expected to prove the truth of your allegations. You should, however, be prepared to be interviewed (unless your report is anonymous) and to submit whatever evidence is available to support the allegations.
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- The Secretary of the AIAPR Board will prepare a written report, which will include a summary of the allegations and the Board recommendations. You will be informed about the results of the report.
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- Where appropriate, corrective action will be taken. The action taken will depend on how serious the pertinent violation is.

This policy is intended to supplement but not replace any applicable federal or state laws governing retaliation and whistleblower protections that are applicable to nonprofit organizations. Notwithstanding anything in this Policy to the contrary, this Whistleblower Policy is not an employment contract and does not modify the contractual relationship between AIA Puerto Rico and any of its directors, officers, contractors or volunteers.

Nothing contained in this Whistleblower Policy provides any director, officer, contractor or volunteer of AIA Puerto Rico with any additional rights or causes of action not otherwise available under applicable law.