



AIMHO Whistleblower & Non-Retaliation Policy

General

The Association of Intermountain Housing Officers, Inc. (AIMHO) requires directors, officers and trustees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As leaders and representatives of AIMHO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and trustees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or trustee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse membership consequence. A director, officer or trustee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from office. This Whistleblower Policy is intended to encourage and enable elected and appointed leadership of the Association and others to raise serious concerns within AIMHO prior to seeking resolution outside AIMHO.

Reporting Violations

AIMHO has an open door policy and suggests that members and officers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Committee Member appointed as the Liaison to the Committee is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Committee Liaison or you are not satisfied with their response, you are encouraged to speak with another member of the Executive Committee, the Sage (when appropriate), or one of the appointed Trustees with whom you are comfortable in approaching. All elected and appointed officers are required to report suspected ethics violations to the AIMHO Past President (serving as the compliance officer), who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, harassment, retaliation, adverse behavior or any action that is contrary to high ethical standards or when you are not satisfied or uncomfortable with following AIMHO's open door policy, individuals should contact the AIMHO Past President directly.

Compliance Officer

AIMHO's Past President serves as the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the President, Trustees or Financial Review Committee. The Past President has direct access to the Financial Review Committee of the Association and is required to report to the Financial Review

Committee at least annually on compliance activity. The Past President also serves as the chair of the Financial Review Committee.

Accounting and Financial Review Matters

The Financial Review Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Past President shall immediately notify the Financial Review Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense which could result in but is not limited to potential removal from office or other sanctioning by the Association.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Past President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Current Past President serving as the Compliance Officer:

The immediate Past President of the Association serves as the Compliance Officer for the Association.

Policy Approved by the Association of Intermountain Housing Officers, Inc. on November 10, 2009.