



Whistleblower Protection Policy

Board Approval Date: October 17, 2019

Revisions:

The United States Society on Dams (USSD) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of USSD, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that USSD can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of USSD's code of ethics or suspected violations of law or regulations that govern USSD's operations.

No Retaliation

It is contrary to the values of USSD for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of USSD. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the USSD Executive Director. Employees, board members, or volunteers with concerns or complaints about illegal or unethical behavior by the Executive Director should address the complaint in writing to the USSD Board President.

Compliance

The USSD's Executive Director or Board President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The investigating individual will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to Secretary/Treasurer and Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The USSD's Executive Director or Secretary-Treasurer shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written 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 disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. 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 USSD investigating person will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.