



Iowa FBLA's Whistleblower Policy

Iowa FBLA is committed to high standards of ethical, moral, and legal business conduct. FBLA-PBL is further dedicated to acting in good faith with those employees who raise concerns regarding incorrect financial reporting, unlawful activity, or otherwise improper conduct.

This Whistleblower Policy aims to provide employees with an avenue for raising such concerns, and to reassure such employees that they will be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of Iowa FBLA.

Statement of Policy

No officer, director, employee, or agent of Iowa FBLA shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, director, employee, or agent of Iowa FBLA take any harmful action with intent to retaliate against any person for reporting to an appropriate senior management or elected official of Iowa FBLA the suspected misuse, misallocation, or theft of any Iowa FBLA resources.

Iowa FBLA will not tolerate the harassment or victimization of any employee who raises concerns under this policy. Iowa FBLA will make every effort to treat a complainant's identity with an appropriate regard for confidentiality, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly.

Because a thorough investigation often depends on an ability to gather additional information, Iowa FBLA encourages complainants to put their names to allegations of wrongdoing. Iowa FBLA will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

Allegations made in bad faith may result in disciplinary action.

Procedure

Iowa FBLA intends this policy to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct may be reported directly to the National FBLA president and CEO. In the event that an individual's concern rises to the level that they reasonably believe that notice to the president and CEO will be disregarded or otherwise not fairly considered, the individual may then report violations or suspected violations to the National FBLA board chair. Employment-related concerns should be



reported through supervisors, executive director (state adviser) and the Iowa FBLA board president. The earlier a concern is expressed, the easier it is to take action.

Although a complainant is not expected to prove the truth of an allegation, they should be able to demonstrate that they have made a report in good faith.

The executive director (state adviser) and board president will make initial inquiries in consultation with legal counsel, if necessary, to determine whether or not further investigation is necessary or appropriate. The executive director (state adviser) and board president may seek further information from any officer, director, employee, or agent of Iowa FBLA, and shall take all reasonable precautions to protect the identity of the complainant to the extent possible while doing so.

The executive director (state adviser) and board president shall receive information on each complaint and in consultation (if necessary), with legal counsel and or the board of directors, will determine an appropriate response to a report of concern. Officers, directors, employees, and agents of Iowa FBLA who may be implicated in such reports shall not participate in any deliberation related to the complaint, except to present information directly to the board on their own behalf.