



IFMATM

International Facility Management Association

Empowering Facility Professionals Worldwide

Component Board Policy

Adopted: 24 July 2015

Whistleblower Policy

Description: A wide variety of federal and state laws protect those who call attention to violations, help with enforcement proceedings, or refuse to obey unlawful directions. These are generally referred to as Whistleblowers.

Purpose: This policy encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; specifies that the association will protect the person from retaliation and identifies where such information can be reported.

Governing Authorities: Board of Directors

Scope: Conflicts, exceptions or departures from this stated Whistleblower policy should be reported to the Board of Directors and IFMA Headquarters.

1. Encouragement of reporting

The Component encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Component has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation

The Component prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Component reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.



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3. Where to report

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Chairman of the Board of Directors or to IFMA Headquarters. If any of those persons are implicated in the complaint, report or inquiry, it should be directed to the Immediate Past Chair of the association. A prompt, discreet, and objective review or investigation will be conducted. Staff or volunteers must recognize that the Component may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously, nor report the result to the initiating volunteer or staff.

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