

American Autoimmune Related Diseases Association Whistleblower Policy

The American Autoimmune Related Diseases Association is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that the American Autoimmune Related Diseases Association be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft or misrepresentations;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violations of the American Autoimmune Related Diseases Association's conflict of interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

We request the assistance of every employee who has a reasonable belief or suspicion about any improper transaction. The American Autoimmune Related Diseases Association values this input, and each employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, the American Autoimmune Related Diseases Association expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination.

Making a Report

We encourage any employee who has a concern regarding an action of the American Autoimmune Related Diseases Association's governance, finances, or compliance with all applicable laws and regulations to raise the concern with a supervisor, the President & CEO or the VP, Accounting & HR.

If for any reason the employee does not believe these channels of communication are adequate, the concern should be reported immediately to either the chair of the board or the chair of the Audit Committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis.

The board chair or the chair of the Audit Committee will coordinate the investigation and the American Autoimmune Related Diseases Association will take appropriate action as it deems justifiable by the circumstances.

This policy is to be posted in the office of the American Autoimmune Related Diseases Association, included in the personnel manual, and communicated to all new staff as part of their orientation.