

Whistleblower Policy

The Interior Design Educators Council is committed to preventing reprisals against employees and members who report activity undertaken by other IDEC employees or members in connection with: (i) the performance of official IDEC activity that may be in violation of any state or federal law or related regulation; or (ii) IDEC's corporate accounting practices, internal controls, or audit (collectively referred to as "Protected Disclosure").

IDEC, and any individual associated with the IDEC, will not:

- Retaliate against an employee or member who has made a Protected Disclosure or who has refused to obey an illegal or unethical request, or otherwise harass or cause such persons to suffer adverse employment consequences; or
- Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an employee or member to make a Protected Disclosure to Association leadership.

Reporting Responsibilities

Each officer, director, volunteer, and employee of IDEC has an obligation to report in accordance with this Whistleblower Policy the following:

- Questionable or improper accounting or auditing matters
- Any improper activities including, but not limited to, corruption, malfeasance, bribery, theft of IDEC property, fraudulent claims, fraud, coercion, conversion, misuse of IDEC property, or willful omission to perform duty; or
- An order or directive to violate or assist in violating a law, rule, regulation, or IDEC Bylaw or Policy. (Hereinafter collectively referred to as "Concerns")

All reported Concerns will be forwarded to the President. The President of the Board shall be responsible for assigning an investigation and making appropriate recommendations to the Board of Directors with respect to all reported Concerns. Reports and copies of Protected Disclosures shall be retained by IDEC in accordance with its record retention policy.

No Retaliation

This policy is intended to encourage and enable officers, directors, volunteers, and employees to raise Concerns within the organization without fear of retaliation. No officer, director, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation, or in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting Concerns

An employee should first discuss her/his concerns with their immediate supervisor unless the employee is uncomfortable speaking to her/his supervisor or the supervisor is the subject of the Concern, then the employee should report her/his Concerns directly to the Executive Director. If the Executive Director is the subject of the Concern, the employee should report directly to the President of the Board and if the President is the subject of the Concern, the employee should go directly to the President-elect. If the Concern is given verbally, it should then be put in writing and promptly forwarded to the appropriate person as stated above for review and investigation. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing by the recipient of the complaint and sent directly to the appropriate person as stated above. Officers, directors, and other volunteers should submit their Concerns in writing directly to the President or Executive Director if the Concern is about the President.

The President and Executive Director shall address all Concerns. The President and Executive Director will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated as assigned by the President or President-elect and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow up with the complainant for complete closure of the Concern.

The President, President-elect or Executive Director has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a Concern regarding a violation or suspected violation under this Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation has occurred. Any allegations that prove not to be substantiated and that prove to have been made maliciously, Recklessly, or with the foreknowledge that the allegations are false will be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position or termination of employment.