



**APTA District of Columbia  
"Whistleblower" Policy**

The APTADC (Chapter) is open and accountable to Chapter members and Chapter employees. The Chapter Board of Directors encourages the membership and employees to act ethically and to report honestly to the officers of the Chapter about any conduct or activity that they perceive to be contrary to the policies or ethics of the Chapter. The Chapter is committed to compliance with all laws to which it is subject and all current policies, and to act in all ways appropriate for organizations operating with the highest ethical standards. To that end, the Board of Directors adopts this policy regarding the reporting by members or employees of the Chapter of any activity that they perceive to potentially violate law, policy or ethical standards.

This policy is intended to cover serious concerns that could have an impact on the Chapter including but not limited to:

1. Actions that could lead to incorrect financial reporting that are unlawful, are inconsistent with the current policies and procedures or otherwise lead to serious misconduct
2. Unethical business conduct
3. Sexual harassment
4. Discrimination based on race, gender, sexual preference, religion or handicap

Every effort will be made to protect the confidentiality of any complainant and harassment or retaliation of any sort against the complainant will not be tolerated by the Chapter. While anonymous complaints will be accepted, members and employees are encouraged to identify themselves in order to increase the credibility of the complaint and to facilitate follow-up investigation.

**Procedure**

If feasible, the members or employees are encouraged to present their complaint to one of the officers of the Chapter. However, if the individual is not comfortable speaking with one of the officers, the individual is encouraged to contact the Chair of the Ethics Committee. While the member or employee is not expected to prove the truth of the allegation, the member or the employee should be prepared to submit whatever evidence is available to support the allegation and also expect to be interviewed (unless the complaint is anonymous).

A prompt investigation will be conducted by an appointed independent investigator while maintaining the confidentiality of the complainant. The action taken will be dependent on the nature of the concern and might entail civil or criminal proceedings or termination of an appointment or service to the Chapter.

The undersigned, by their affixed signatures, note their understanding of the implications of this policy. This form will renew annually by specified parties, as identified in the APTADC Whistleblower Policy Statement ratified by the Board of Directors on January 16, 2021.

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Signature

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Printed Name

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Date