

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.12

Whistleblowing

The Commission is committed to conducting its affairs in accordance with applicable laws and regulations, its Operating Procedures and Policies and Procedures, and high ethical standards. In accordance with its policies, procedures, and regulations, the Commission's policies and procedures are its responsibility.

Reference Commission Documents – None

Procedures – The following procedures will be followed in carrying the Commission's Whistleblowing Policy.

1. Definitions of terminology pertinent to this policy are as follows:
 - a. ~~Respectful means the person against whom an allegation of misconduct is made.~~
 - b. ~~All allegations are made in writing to the Commission for its consideration.~~
 - c. ~~Good faith means an allegation made with the honest belief that it is true and not with a malicious disregard for any willful ignorance of facts that would disapprove the allegation.~~
 - d. Complainant means any person who, in good faith, reports an allegation or provides information during an investigation into an allegation of misconduct.
 - e. Retaliation means any action that adversely affects the employment or other ~~benefits of the complainant or any other employee who has reported an allegation in good faith.~~
2. All employees, individuals or committ in confidential manner.
3. ~~Reports of allegations to be made in writing to the Commission and a statement of~~

corroborating evidence to justify initiating an investigation. Reports should focus on facts, and avoid speculations and drawing conclusions.

4. The Commission will undertake reasonable and practical efforts to protect the confidentiality of those persons who, in good faith, report an allegation of misconduct. Complainants should be advised that if the matter is referred to an investigation the Complainant's testimony is required, anonymity may no longer be guaranteed. The identity of the respondent shall be maintained in confidence subject to the same limitations as stated above.
5. A Complainant who makes an allegation that was not made in good faith, or knows or has reason to know that such allegation is false or materially inaccurate, shall be subject to disciplinary action, up to and including dismissal from the work of the Commission.
6. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective individual's secured Commission file.

Revision History

Last Revision: 07/23/2013