

WHISTLEBLOWER POLICY

One aspect of the increased emphasis of the conduct of employees for not-for-profit organizations is the incorporation of a requirement for whistleblower policies to organizations such as the AIChE. The Board of Directors has adopted the following policies and procedures to notify you of (1) certain specific actions that are explicitly prohibited and (2) procedures that you may follow to report such actions if you believe that any US Federal or State laws are being violated. This is in addition to any laws enacted by the State of New York, under which AIChE is chartered.

Prohibited Actions

Commission of any of the following acts will be considered cause for immediate disciplinary action, including, but not limited to termination of employment.

1. Destroying, altering, mutilating, covering up, falsifying or making false entry in any records connected with a matter within the jurisdiction of federal or state agency or court in violation of federal or state law and/or regulations.
2. Altering, destroying or concealing a document, or attempting to do so, with intent to impair the document's availability for use in an official proceeding, or otherwise obstructing, influencing or impeding any official proceeding, in violation of federal or state laws or regulations.
3. Fraudulently influencing, coercing, manipulating, or misleading any independent accountant engaged in the performance of an audit of the financial statements of the AICHE for the purpose of rendering such financial statements misleading.
4. Discharging, demoting, suspending, threatening, harassing, discriminating or retaliating in any manner against any employees or member, in violation of federal or state law or regulations, because of any lawful act of that employee or member who (a) provides information to assist any investigation; (b) files or assists any action alleging a violation of law or regulations; or (c) knowingly takes any action harmful to any person for providing truthful information to a law enforcement officer.

Confidentiality

AIChE will treat all communications under this policy in a confidential manner, except to the extent necessary to conduct an investigation or review the matter with the Board of Directors, its Audit Committee, independent auditor and counsel.

Reporting of Concerns

AIChE urges you to report any concerns on a confidential basis. If you observe possible illegal conduct, you are required to report it. You may contact any of the following individuals; whoever you feel most comfortable speaking to about the matter, and who is not directly involved:

Director of Human Resources
Executive Director
President of AIChE
Chairman of the Audit Committee