

IALHA WHISTLEBLOWER POLICY

The Code of Ethics, Code of Conduct, and Whistleblower and Anti-retaliation Policy of the International Andalusian and Lusitano Horse Association (IALHA) requires the board of directors, officers, employees, members, volunteers, and licensed officials to observe the standards of business and personal ethics in the conduct of their duties and responsibilities.

This policy is intended to encourage and enable employees and others to raise serious concerns internally so that the IALHA can address and correct inappropriate conduct and actions. It is the responsibility of all board of directors, officers, employees, members, volunteers, and licensed officials to report concerns about violations of the IALHA code of ethics, conflict of interest policy, or suspected violations of other policies and laws that govern the association's operations.

It is contrary to the values of the IALHA for any board director, officer, employee, member, volunteer, or licensed official to retaliate against any whistleblower, who in good faith, reports a violation. Retaliation against someone reporting a violation in good faith will not be tolerated and will be considered a violation under this policy and may be grounds for discipline up to and including dismissal from a volunteer position, removal from office, or termination of employment.

For the purposes of this policy, retaliation includes but it's not strictly limited to any actions that threaten, harass, discriminate against, or take negative employment or related actions for filing a whistleblower report.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and/or that have been made maliciously or knowing such allegation(s) to be false, shall be a serious disciplinary offence. Such offense may result in discipline, up to and including dismissal from the volunteer position, removal from office, dismissal or suspension from the association, or termination of employment.

Reports may be submitted in a confidential manner. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and resolve the matter. In order for a proper investigation to be conducted, the complainant should offer as much information as possible, including where and when the incident occurred, and as much other detail as can be provided.

Any report may be made to the President or Ethics Committee chair. All such reports, whether written or otherwise, made to the President shall be transmitted promptly to the Ethics Committee chair. The IALHA has an open-door policy and suggests employees share their concerns, questions, suggestions or complaints with their supervisor, with the chair of the Ethics Committee, or with the President. Any complaint made to any person shall be promptly reported to the chair of the Ethics Committee. If the employee is not comfortable speaking with their supervisor, or are not satisfied with the supervisor's response, they are encouraged to speak with the President or Ethics Committee chair.

The Ethics Committee is responsible for investigating and resolving all reported complaints, and at the discretion of the Chair (s)he shall advise the president, and/or the audit committee. The audit committee will address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. Nothing contained herein shall preclude the Ethics Committee from making its own investigation and determination consistent with the bylaws of the association.

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The Ethics Committee chair will notify the person who submitted a complaint and acknowledge receipt of the report. All reports will be investigated promptly, and in accordance with the Ethics Committee policy.