

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

WHEREAS, the IRS has imposed reporting requirements outlined in Section 990 for nonprofit organizations that NESOWEA must follow, and

WHEREAS, one requirement associated with Section 990 is the development of a Whistleblower Policy.

THEREFORE, NESOWEA has adopted the following Whistleblower policy;

POLICY

I. General

The Northeast Section Ohio Water Environment Association (NESOWEA) expects its EC and Committee Chairs to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the NESOWEA, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all NESOWEA EC and Committee Chairs to report “Wrongful Conduct” in accordance with this Whistleblower Policy.

III. Wrongful Conduct

“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of the policy; a violation of applicable state and federal law; or the use of NWOWEA or OWEA property, resources, or authority for personal gain or other non-organization related purpose except as provided under the NWOWEA policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association.

IV. No Retaliation

No NESOWEA EC member or Committee Chair who in good faith reports Wrongful Conduct will suffer harassment, retaliation, or adverse employment consequence. Any NESOWEA EC member or Committee Chair who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to removal from the NESOWEA EC or Committee Chair position, as applicable. This Whistleblower Policy is

intended to encourage and enable individuals to raise serious concerns within the NESOWEA prior to seeking resolution outside the organization.

V. Reporting Wrongful Conduct

The NESOWEA encourages its members to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any Northwest Section member may report Wrongful Conduct to the President or another member of the NESOWEA EC.

VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

VII. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Wrongful Conduct

The NESOWEA President or a representative of the Executive Committee will promptly notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.