

WHISTLEBLOWER POLICY

Policy Statement

The American Hose Company No.1, Inc. (AH) Code of Ethics and Conduct (Code) requires that all members observe high standards of business, personal, community ethics in the conduct of their duties and responsibilities. As representatives of the AH, members must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Every member is expected to abide by this policy. Any member who violates this policy will be subject to appropriate disciplinary action.

Reporting Responsibility

It is the responsibility of all officers and members of the AH to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No officer or member of the AH, who in good faith reports a violation of the Code, shall suffer harassment, retaliations or adverse consequences. A member who retaliates against someone who has reported a violation in good faith is subject to appropriate disciplinary action as prescribe by the By-Laws of the AH. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside of the organization.

Reporting Violations

The Code addresses the organization's open door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the executive officers are in the highest position to address an area of concern. However, if the member is not comfortable speaking with an executive officer, or are not satisfied with their response, the member is encouraged to speak with any officer they are comfortable in approaching.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegation that proves to be unsubstantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

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

Handling of Reported Violations

The complainant, when not anonymous, will receive a receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

