

## APPENDIX I



# *American GI Forum of the United States*

## Whistleblower Protection Policy

The American GI Forum of the US (AGIF-US) requires directors, officers, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the AGIF US (forthwith this Organization or The Organization), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility:**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that The Organization can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, members, and volunteers to report concerns about violations of The Organization's code of ethics or suspected violations of law or regulations that govern this Organization's operations.

### **No Retaliation:**

It is contrary to the values of this Organization for anyone to retaliate against any board member, officer, and member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of this Organization. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

### **Reporting Procedure:**

This Organization has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with their Commander. If you are not comfortable speaking with your Commander or you are not satisfied with your Commander's response, you are encouraged to speak with your State Commander. Chapter Commanders are required to report complaints or concerns about

suspected ethical and legal violations in writing to the State Legal Adviser via the State Commander, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the National Commander after going through their State Commander.

### **Commanders:**

The Commanders of this Organization are vested with the responsibility for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chapter Commanders will advise the State Commander of all complaints and their resolution and will report at least annually to the Treasurer and Financial Committee on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters:**

The local, State or National Commander shall immediately notify their respective Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Acting in Good Faith:**

Anyone filing a written 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 which prove 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 a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations:**

This Organization's Commanders, as applicable, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Commanders will cause the appointment of an investigation committee to receive, investigate and respond to complaints.

This Whistleblower Protection Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day \_\_\_\_ of April 2022.

---

Greg Nichols, National Secretary