



Whistleblower Policy

The American Association of Medical Dosimetrists (“AAMD”) requires its representatives, including its officers, directors, committee members, members, volunteers and management staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities on behalf of the AAMD and its constituency. As representatives of the AAMD, each must practice honesty and integrity in carrying out their respective duties and responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable AAMD officers, directors, volunteers, members, staff, and others to raise serious concerns so that the organization can address inappropriate, unethical or illegal conduct and actions. It is the responsibility of all AAMD officers, directors, committee members, volunteers, members and management staff to report concerns about violations of the organization’s policies or suspected violations of law or regulations that govern and apply to AAMD’s governance, finances and operations.

No Retaliation

It is contrary to the values and policies of the AAMD for anyone to retaliate against any organization officer, director, volunteer, committee member, member or management staff who in good faith reports a violation of an AAMD policy or a suspected violation of law, such as a complaint of discrimination, harassment or suspected fraud, or suspected violation of any regulation governing the operations of the AAMD. A member of the AAMD’s leadership, membership, volunteers or management staff who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment in the case of management staff.

Reporting Procedure

The AAMD has an open-door policy and encourages its representatives and management staff to share their questions or concerns, suggestions or complaints either in person or in writing with either the AAMD Executive Director, President or Treasurer in the case of financial or management concerns. In the event of concerns or a complaint addressed to quality of service or misuse of the organization’s property, such complaint should be directed to the Executive Director or President. All reported complaints will be investigated.

Compliance Officer

The AAMD’s Executive Director is primarily charged with carrying out this policy and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The

Executive Director will advise the Board of Directors of all complaints and their resolution and report at least annually to the Board, including the Treasurer, on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Executive Director shall immediately notify the Treasurer and Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the same until the matter is resolved.

Acting in Good Faith

Any person making a complaint, orally or in writing, 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, recklessly or knowingly to be false will be viewed as a serious disciplinary offense and addressed by the AAMD Board of Directors. In the case of management staff, the making of a malicious or knowingly false report may result in disciplinary action, up to and including termination of employment.

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, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director will notify the person who submitted the complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be investigated in a timely manner and appropriate corrective action will be taken if warranted by the investigation.