

## **WHISTLEBLOWER POLICY FOR EQUIPMENT & TOOL INSTITUTE**

The purpose of this policy is to provide all Equipment & Tool Institute (“ETI”) Board members, committee members and staff with guidelines for the reporting of unethical or illegal behavior by ETI Board members, committee members, or staff.

ETI is committed to lawful and ethical behavior in all of its activities and requires its Board members, committee members and staff (“ETI person”) to conduct themselves in a manner that complies with all applicable laws and regulations.

At any time a ETI person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by ETI or any other ETI person, or believes that an action needs to be taken for ETI to be in compliance with the law or appropriate ethical standards, the ETI person should promptly advise the ETI President unless the ETI President is himself/herself the subject of the concern, in which case the ETI person should contact the Executive Manager.

Every effort will be made to investigate a report by an ETI person as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, ETI cannot, however, promise complete confidentiality.

No ETI person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.