



Whistleblower Policy

General

The IACP Code of Conduct (hereafter referred to as the "Code") mandates all directors, officers, and employees and members of the International Association of Canine Professionals to uphold the highest standards of business and personal ethics in their roles and responsibilities. Integrity, honesty, and compliance with all applicable laws and regulations are paramount in our organizational practice.

Reporting Responsibility

Every director, officer, and employee and member is obliged to adhere to the Code. It is their duty to report any violations or suspected infringements of the Code according to the procedures outlined in this Whistleblower Policy.

No Retaliation

Any director, officer, employee or member who, with genuine intent, reports a breach of the Code will be protected from any form of harassment, slander, libel, adverse work-related consequences or any other form of retaliation. Any retaliation against an individual who has reported a violation in good faith will result in disciplinary action including, but not limited to, termination of employment. This policy exists to foster a transparent and safe environment, encouraging individuals to voice concerns internally before seeking external resolutions.

Reporting Violations

The Code underscores our commitment to an open-door approach, encouraging employees to communicate their concerns, queries, suggestions, or complaints. Typically, the immediate supervisor is aptly positioned to address such concerns. But if an employee feels uncomfortable approaching their supervisor or finds their response unsatisfactory, they should connect with the human resources department or any comfortable management authority. All supervisors and managers must forward any reports or suspicions of Code violations to the organization's compliance officer, vested with the exclusive authority to investigate all such reports.

If an individual suspects fraud, or is not at ease with the organization's open-door policy, they should reach out to the compliance officer directly.

Compliance Officer

The designated compliance officer is charged with the task of probing and resolving all reported allegations and complaints regarding breaches of the Code. The compliance officer can, at their discretion, notify the chief executive and/or the audit committee. Direct access to the board's audit committee is granted to the compliance officer, necessitating at least an annual compliance activity report. The chair of the audit committee serves as the organization's compliance officer.

Accounting and Auditing Matters

Any concerns or complaints about the corporation's accounting practices, internal controls, or auditing will be directed to and addressed by the board's audit committee. Upon receipt of such a complaint, the compliance officer must immediately inform the audit committee and collaborate until the matter reaches a resolution.

Acting in Good Faith

It is imperative that any individual reporting a violation or suspected violation of the Code does so with genuine intent and has reasonable cause to believe in the disclosed violation.

Unsubstantiated allegations made out of malice or known falsehoods will result in severe disciplinary action.

Confidentiality

Complainants can choose to remain anonymous or maintain confidentiality. While every effort will be made to keep reports confidential, the depth of the investigation may require some disclosures.

Handling of Reported Violations

The compliance officer will acknowledge the receipt of any reported violation or suspicion within a specified number of business days. Prompt investigations will be carried out, and if the investigation deems it necessary, appropriate corrective actions will be enforced.

Date Board Approved: 9/14/23

IACP Secretary: Cortnie Cuellar

Signed:

A handwritten signature in dark ink, appearing to read 'Cortnie Cuellar', is written over a large, light gray watermark that says 'DRAFTED 3/14/23'.