

## **ADM-105: Whistleblower – July 23, 2009**

### **General**

INCOSE expects its members, directors, officers, employees, contractors, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives of INCOSE must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all members, directors, officers, contractors, and employees to report Wrongful Conduct in accordance with this Whistleblower Policy.

### **Wrongful Conduct**

“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of INCOSE policy; a violation of applicable national or international law; or the use of INCOSE property, resources, or authority for personal gain or other non organization-related purpose except as provided under INCOSE policy

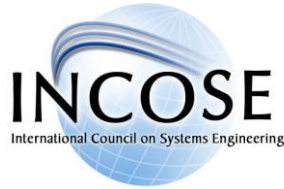
This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of INCOSE.

### **No Retaliation**

No member, director, officer, contractor, or employee who, in good faith, reports alleged Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any member, director, officer, contractor, or employee who retaliates against anyone who has reported alleged Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or termination of membership, as applicable. This Whistleblower Policy is intended to encourage and enable INCOSE members and others to raise serious concerns within INCOSE prior to seeking resolution outside INCOSE.

### **Reporting Wrongful Conduct**

INCOSE encourages its members, directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any member, director, officer, or employee may report alleged Wrongful Conduct to the Managing Executive or the INCOSE President. If the alleged Wrongful Conduct implicates either or both the Managing Executive and/or the INCOSE President, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any



member of the Board of Directors. The Managing Executive, INCOSE President, and all members of the Board of Directors to whom a report of alleged Wrongful Conduct is made are required to immediately advise the full Board of Directors of the report.

### **Acting in Good Faith**

Anyone filing a complaint of alleged Wrongful Conduct must have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any unsubstantiated allegations may result in an investigation of the Whistleblower for Wrongful Conduct.

### **Confidentiality**

Reports of alleged Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of alleged Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Wrongful Conduct**

A representative of the Board of Directors will notify the sender and acknowledge receipt of the alleged Wrongful Conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Status or resolution of the investigation will be provided within 30 days of the receipt of the report.

**SUPERSEDES:** None

**APPROVED BY:** INCOSE Board of Directors, Singapore, Singapore, July 23, 2009

**MAINTAINED BY:** Secretary