AMERICAN METEOROLOGICAL SOCIETY
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WHISTLEBLOWER PROTECTION POLICY

American Meteorological Society requires council members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the AMS 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 AMS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of AMS's code of ethics or suspected violations of law or regulations that govern AMS's operations.

NO RETALIATION:
It is contrary to the values of AMS for anyone to retaliate against any executive committee member, council member, officer, or employee 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 AMS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE:
AMS has an open door policy and suggests that employees and others share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or the Human Resources Manager. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the AMS's Compliance Officer who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, or the Executive Director, the Compliance Officer.

COMPLIANCE OFFICER:
The AMS's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Committee of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

ACCOUNTING AND AUDITING MATTERS:
The AMS's Compliance Officer shall immediately notify the Executive 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, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS:
All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.