

**ARCHAEOLOGY SOUTHWEST
WHISTLEBLOWER POLICY**
(approved by the Board of Directors on 5/20/2009)

This Whistleblower Policy of Archaeology Southwest (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Archaeology Southwest; (2) specifies that Archaeology Southwest will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. Archaeology Southwest encourages complaints, reports, or inquiries about illegal practices or serious violations of Archaeology Southwest's policies, including illegal or improper conduct by Archaeology Southwest itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which Archaeology Southwest has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via Archaeology Southwest's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. Archaeology Southwest prohibits retaliation by or on behalf of Archaeology Southwest against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Archaeology Southwest reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

3. Where to report. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to Archaeology Southwest's CEO and President of the Board of Directors; if that person is implicated in the complaint, report, or inquiry, it should be directed to the Secretary of the Board of Directors. Archaeology Southwest will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Archaeology Southwest may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

President and CEO

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