Whistleblower Policy

The Whistleblower Policy of The National Association of Fleet Administrators, Inc. ("NAFA," dba NAFA Fleet Management Association): (1) encourages staff and volunteers to come forward with credible information on illegal or improper practices or violations of adopted policies of NAFA; (2) specifies that NAFA will protect each such person from retaliation; and (3) identifies the manner of reporting such information.

1. **Encouragement of reporting.** NAFA encourages complaints, reports and inquiries about illegal or improper practices or violations of NAFA’s policies, including illegal or improper conduct by NAFA itself, by its leadership or by others on its behalf. Appropriate subjects to raise under this policy include, but are not limited to, financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. Other subjects for which NAFA has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment through NAFA’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 mechanisms.

2. **Protection from retaliation.** NAFA prohibits retaliation by or on behalf of NAFA 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. NAFA 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. **The manner of reporting.** 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 NAFA’s Chief Executive Officer or, in the case of the Chief Executive Officer to the NAFA President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Senior Vice-President. NAFA will conduct a prompt, discreet and objective review and investigation. Specificity of the complaints, reports or inquiries is important because NAFA may be unable to evaluate fully a vague or general complaint, report or inquiry that is made anonymously.