



AMERICAN ASSOCIATION OF WOODTURNERS

Board of Directors Meeting July 23, 2026 via Zoom

CALL TO ORDER

The meeting was called to order by Board President KC Kendall at 2:04 pm.

ATTENDANCE Board members present: Keith Baizer, Linda Britt, Jay Brown, Sally Burnett, Ron Day, KC Kendall, Chuck Lobaito, Kimberly Winkle and Reid Zimmerman. Executive Director Gretchen Wilbrandt was also present. A quorum was present.

APPROVAL OF MINUTES

A motion was made by Kimberly Winkle, with a second by Ron Day to accept the minutes as presented. Motion carried and June 23, 2026 minutes were approved.

FINANCE REPORT

Treasurer Chuck Lobaito advised he had added two highly skilled financial experts to the Finance Committee. The Treasurer presented the financial report for the month ending July 2026. Copies of the Balance Sheet and Income Statement were distributed, reviewed, and accepted for filing. The Finance Committee moved the July financial report be approved, with a second by Linda Britt. Motion carried.

COMMITTEE REPORTS

Nominating Committee: Ron, Chair, advised there are four candidates running for three Board positions: Linda Britt, Rick Rich, Ed Siegel and Greg Carell. Their candidate statements are on the AAW website. The election will be via electronic voting on the AAW website for the month of August, 2026.

Bylaws Committee: The Bylaws committee referenced the June 2, 2026, Bylaws changes, which state the Board sets the dates for the annual election of Board members each year. The Bylaws Committee moved that the dates for the election of Board members be set for August 1, 2026 at 12am Central time, through August 31, 2026 at 11:59pm Central time; and that the election will be conducted solely by electronic ballot on the AAW website. Motion seconded by Ron Day. Motion carried.

Section 15.02 of the AAW Bylaws were amended on June 3, 2026, to allow the Board to use Relaxed Procedures for a Small Board that do not require a second for motions. The Board will proceed with this rule in the future.

The Bylaws Committee working as the Key Documents Team presented revised AAW policies for the Code of Ethics, Code of Conduct, Anti-Discrimination Policy, Whistleblower Policy and the Document Retention Policy. Motion passed unanimously. These documents are attached.

Strategic Plan:

KC presented the 4 strategies the Board approved at the June meeting and advised this document should change to reflect the work being done, and that it be modified when needed. Action steps will be added when they are decided upon. Gretchen's scorecard reports will reflect actions taken.

Symposium:

Chair Keith Baizer provided more information about the recent Raleigh symposium, and shared further information about the 2027 Oklahoma City symposium. The survey answers were mostly positive. Keith is working with Ron Day, Chair of the Demonstrator Selection Committee and Kimberly Winkle, Chair of POP and WIT, about potential changes to future programming.

POP Committee: The POP Committee chair, Kimberly Winkle, advised that POP had selected the two showcase artists and the merit award winner for 2027. The Committee made a motion for the Board to accept the two showcase artists the committee recommended. Motion carried. Names of the recipients will be announced at a later date.

Executive Director Report

Gretchen Wilbrandt, AAW ED, reported the AAW's transition to Novi Association Management Software (AMS) is going well, they are holding weekly meetings with the Novi project lead, and that the AAW has a live test site. AAW is still scheduled to go live with Novi AMS on October 1. Gretchen stated that Novi will automate many routine tasks that are currently being done manually. She advised the cost of doing business and the costs for the *American Woodturner* keep rising and a dues increase may be needed in the future to help cover these additional costs.

There are almost 1,200 subscribers to *Woodturning Fundamentals* with an open rate of 77%. The recommendation from the author of the David Ellsworth project, Craig Edelbrock, is to use Schiffer Publishing to print and market the book. The AAW would receive royalties from the book sales. The Board had previously approved the budget for the book so Gretchen will move forward on the project.

A motion was made by Kimberly Winkle for the AAW to move \$20,000 from restricted funds donated by the Collectors of Wood Art, and from the other funds raised for the project, to pay Schiffer Publishing Company to publish the book. Any funds that remain should be used to support the AAW mission. Motion carried.

A discussion was held about the Gallery of Wood Art as the AAW's lease expires in December, 2027. Gretchen will have recommendations for the Board about the Gallery later this year.

Linda Britt made a motion to go into Executive Session at 4:45 pm. Motion carried. Chuck

Lobaito made a motion to leave Executive Session at 5:00 pm. Motion carried.

Kimberly Winkle made a motion to adjourn the Board meeting. Motion carried and the meeting was adjourned at 5:01 pm.

Respectfully submitted,

Linda Britt

AAW Board Secretary

Attachments: Ethics Policies adopted/revised as of July 23,
2026

Code of Conduct

Code of Ethics

Whistleblower Policy

Anti-Harassment Policy

Document Retention Policy

AMERICAN ASSOCIATION OF WOODTURNERS

AAW ANTI-DISCRIMINATION AND HARASSMENT POLICY

(revised 7-23-2026)

Policy Statement

The AAW is committed to equal opportunity for all persons without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital or family status, disability, age, or genetic information, or other protected status. It is the policy of the AAW to comply with all federal, state, and local laws and regulations regarding equal opportunity, including the Minnesota Human Rights Act (Minn. Stat. Ch. 363A). The AAW is committed to maintaining an environment, whether a workplace, event, or online space, that is free of unlawful discrimination and harassment, and will not tolerate such conduct by any employee, supervisor, co-worker, vendor, member, artist, demonstrator, or other individual present at its facilities or events.

Application

For AAW's paid staff, this policy operates as the AAW's equal employment opportunity policy and is governed by the Minnesota Human Rights Act and, where applicable, Title VII of the Civil Rights Act of 1964. As to AAW members, volunteers, artists, and demonstrators acting in those capacities, this policy sets the same substantive standard of conduct and works alongside the discrimination and harassment provisions of the Code of Conduct; all AAW members and event participants are expected to treat one another with respect, concern, and courtesy, and to act ethically at all AAW events.

Unlawful Discrimination and Harassment

Unlawful discrimination includes treating someone less favorably in work opportunities, promotions, shifts, overtime, or other conditions of employment because of a protected characteristic. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical, or visual, based on a person's protected status. Examples include words, gestures, stories, jokes, or nicknames that are derogatory, demeaning, or insulting to a person based on a protected characteristic.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made, explicitly or implicitly, a term or condition of employment or participation; (b) submission to or rejection of such conduct is used as the basis for a decision affecting the individual; or (c) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or participation by creating an intimidating, hostile, or offensive environment.

Reporting

A report of discrimination or harassment involving AAW staff should be directed to the Executive Director, or to the Board President if the Executive Director is involved. A report involving a member, volunteer, artist, or demonstrator should be directed to the Executive Director or Board President and will be referred to the Ethics Committee under Bylaws Section 7.05, consistent with the Code of Conduct's reporting process. Reports may be submitted confidentially.

Resolution

Reports will be promptly reviewed and, where appropriate, investigated. For matters involving members, volunteers, artists, or demonstrators, the Ethics Committee will report its findings to the Board of Directors for final resolution, consistent with the Code of Conduct. For matters involving AAW staff, resolution will follow AAW's personnel policies and applicable employment law.

AMERICAN ASSOCIATION OF WOODTURNERS

CODE OF CONDUCT

Originally Adopted November 14, 2025 (Revised 7-23-2026)

Introduction

The American Association of Woodturners (AAW) is committed to creating a safe and respectful environment for its members and staff. Membership is a privilege, and this Code of Conduct provides clear expectations for behavior and standards of conduct for all members of the organization, ensuring the AAW operates in line with its mission and values.

Guiding Principles

- **Integrity and Honesty:** Act with honesty, fairness, and integrity in all interactions related to the AAW.
- **Respect:** Treat all individuals with respect, courtesy, and dignity, regardless of their background, position, or personal beliefs.
- **Confidentiality:** Maintain the confidentiality of sensitive information shared within the membership of the AAW.
- **Accountability:** Be accountable for your actions and decisions, and take responsibility for your impact on the AAW and its stakeholders.
- **Responsibility:** Adhere to all AAW policies, procedures, and guidelines.
- **Public Perception:** Represent the AAW positively and conduct yourself in a way that inspires confidence and trust in its activities.

Expected Behaviors

- **Professionalism:** Conduct yourself professionally at all times, including during meetings, events, and interactions with others.
- **Positive Communication:** Communicate respectfully and constructively, even when disagreements arise.
- **Collaboration:** Work collaboratively with others to achieve the AAW's mission.
- **Resource Stewardship:** Use AAW resources responsibly and ethically.
- **Compliance:** Comply with all applicable laws, regulations, and AAW policies.

Prohibited Behaviors

- **Discrimination and Harassment:** Any form of discrimination, harassment, or bullying based on race, color, creed, religion, national origin, sex, sexual orientation, marital or family status, disability, age, or genetic information.
- **Violence and Threats:** Any form of violence, threats, or intimidation.
- **Misuse of Resources:** Misuse or theft of AAW resources.
- **Breach of Confidentiality:** Disclosing AAW confidential information without proper authorization.
- **Conflicts of Interest:** Failure to disclose conflicts of interest, or engaging in activities that create a conflict of interest.

Representation

- Represent the organization positively and support its mission in all public and internal communications.
- Do not engage in political activity when representing the AAW, as 501(c)(3) organizations are prohibited from intervening in political campaigns for or against any candidate.

- Members are expected to engage thoughtfully and responsibly in all online interactions where their AAW affiliation is apparent.

Reporting Violations

Violations of this Code of Conduct should be reported to the AAW Executive Director or the President of the Board of Directors. The complaint will be referred to the Ethics Committee (Bylaws Section 7.05) to investigate the alleged violation and submit a written report to the Board of Directors, which may include a recommended resolution.

Resolution

The Ethics Committee's report will be reviewed by the Board, which will decide the final outcome. In all matters, the Board is the final arbiter, with no right of appeal by the member. The Board will first warn the member that continued violation of any provision of this Code will result in further action. If the violation continues after this warning, the Board may vote to terminate the member's membership and remove their name from the membership rolls.

Acknowledgment

This Code of Conduct is posted on the AAW website. AAW members, by continuing their membership, acknowledge they have read and understand this Code and agree to abide by its principles and guidelines.

Amendments

This Code of Conduct will be reviewed periodically by the Board and may be amended by majority vote of the Board of Directors. Updates will be posted on the AAW website.

AMERICAN ASSOCIATION OF WOODTURNERS

CODE OF ETHICS

(revised 7-23-26)

Scope

All Directors, advisors, consultants, committee members, AAW staff, and other volunteers who perform duties on behalf of the AAW shall uphold the highest standards of ethical and professional behavior. These individuals shall dedicate themselves to carrying out the mission of the AAW and shall:

- Abide by the Articles of Incorporation, Bylaws, and policies of the AAW.
- Exercise reasonable care, good faith, and due diligence in AAW affairs.
- Maintain a professional level of courtesy, respect, and objectivity in all AAW activities.
- Not receive personal compensation or profit from any AAW position; all involvement with others must be for the good of the AAW and its members.
- Act with honesty, integrity, truthfulness, and openness in all dealings as a representative of the AAW, serving as an ambassador to the woodturning community.
- Not engage in dishonest or fraudulent conduct, and avoid any interest or activity that creates an appearance of impropriety or conflicts with official duties.
- Report conduct that violates this Code to the Ethics Committee Chair, consistent with Bylaws Section 7.05, or to the Board President or Executive Director, who will refer the matter to the Ethics Committee.
- Not use AAW funds for direct or indirect political contributions.
- Use AAW assets solely for the benefit of the AAW and only for valid nonprofit purposes; assets may not be used to improperly benefit Board members or others.
- Not transfer AAW assets to other people except in the ordinary course of business, and only with properly approved documentation signed by an appropriate authority other than the purchasing Board member or employee.
- Treat all persons with respect and consideration regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital or family status, disability, age, or genetic information. No form of communication may be used to harass, demean, or intimidate anyone.
- Respect the structure and responsibilities of the Board of Directors, uphold and implement its policies, and fully disclose, at the earliest opportunity, information significant to Board decision-making, including through the Annual Conflict of Interest Disclosure required under Bylaws Section 5.01(E).
- Not divulge privileged or confidential information without authorization.
- Respect the diversity of opinions expressed by the Board, committees, and membership, and register dissent as appropriate.
- Promote collaboration, cooperation, and partnership among AAW members.

Fiduciary Duty

A fiduciary duty exists between the AAW and its Board, officers, and management employees, consistent with the duties of care, loyalty, and obedience stated in Bylaws Section 5.01(C). All covered individuals are responsible for administering AAW affairs honestly and prudently; exercising their best care, skill, and judgment for the sole benefit of the AAW; exercising the utmost good faith in all transactions; not using their position or knowledge gained through the AAW for personal benefit; putting the interests of the organization first in all decisions and actions; and adhering to this Code.

Confidentiality

All covered individuals shall not disclose, divulge, or make accessible any confidential information belonging to, or obtained through, their affiliation with the AAW, except to individuals with a legitimate need for it and to whom the AAW has authorized disclosure. This policy does not prevent disclosure where required by law. At the end of a term, engagement, or employment, all confidential materials must be returned to the AAW upon request. Approved Board minutes are available to all AAW members, but the confidentiality of executive sessions will be determined by the Board.

Reporting and Resolution

Reports of a violation of this Code shall be handled through the Ethics Committee process described in Bylaws Section 7.05 and the AAW Whistleblower Policy, as applicable. The Ethics Committee's findings will be sent to the Board of Directors for final resolution; the Board's decision is final.

Acknowledgment

By continuing their membership, service, or employment with the AAW, all covered individuals acknowledge they have read, understand, and agree to abide by this Code of Ethics.

AMERICAN ASSOCIATION OF WOODTURNERS

DOCUMENT RETENTION POLICY

Adopted July 23, 2026

1. Purpose and Scope

This Document Retention Policy ("Policy") governs the creation, maintenance, retention, and destruction of records of the American Association of Woodturners ("AAW" or "Organization"), in any format and regardless of where the records are stored. It is adopted under the Minnesota Nonprofit Corporation Act, Minnesota Statutes Chapter 317A, and applicable federal law, and is intended to ensure that the AAW retains records necessary for its operations and governance, complies with applicable legal and regulatory retention requirements, destroys records in a lawful and timely manner once retention periods expire, and preserves records relevant to any pending, threatened, or reasonably anticipated litigation, audit, or government investigation.

2. Definitions

Record: Any document, paper, recording, digital file, email, database entry, or other information, regardless of form or medium, created, received, or maintained by the AAW in connection with its activities.

Official Record: The authoritative, final version of a document designated for retention under this Policy.

Retention Period: The minimum length of time an Official Record must be kept before it may be lawfully destroyed.

Legal Hold: A directive suspending normal destruction of records when litigation, an audit, or a governmental investigation is pending, threatened, or reasonably anticipated.

Records Custodian: The Executive Director, or their designee, responsible for administering this Policy.

Permanent Record: A record that must be retained indefinitely and shall never be destroyed.

3. Retention Schedule

The schedule below sets the minimum periods for which records must be retained, running from the date of creation unless otherwise noted. Records subject to a Legal Hold must be retained until the hold is formally lifted, regardless of the period stated below. Where federal or state law requires a longer period than shown, the longer period controls; the Records Custodian shall update this schedule as law changes.

Category	Record Type	Retention	Storage Medium
Corporate Governance	Articles of Incorporation; Bylaws & Amendments; Board & Committee Minutes; Board Resolutions	Permanent	Paper & Electronic
Corporate Governance	Conflict of Interest Disclosures	7 Years	Paper & Electronic
Corporate Governance	Board Member Agreements	7 Years after term ends	Paper & Electronic
Corporate Governance	Strategic Plans	10 Years	Electronic
Corporate Governance	Whistleblower Complaints & Docs	7 Years	Paper & Electronic
Financial Records	Annual Financial Statements; Annual Audit & Audit Reports	Permanent	Paper & Electronic
Financial Records	Accounts Payable/Receivable; Bank Statements & Reconciliations; General Ledger & Journals; Expense Reports & Receipts	7 Years	Paper & Electronic

Category	Record Type	Retention	Storage Medium
Financial Records	Investment Records	7 Years after disposition	Electronic
Financial Records	Grant Records (federal)	3 Years after final report	Paper & Electronic
Financial Records	Grant Records (other)	7 Years	Paper & Electronic
Tax Records	IRS Form 990 & Schedules; State Filings (MN); Tax Exemption Determination Letter	Permanent	Paper & Electronic
Tax Records	Payroll Tax Records; W-2; 1099 Forms	7 Years	Paper & Electronic
Tax Records	Sales & Use Tax Records (MN)	3.5 Years min.	Paper & Electronic
Employment & HR	Employee Personnel Files	7 Years after separation	Paper & Electronic
Employment & HR	Payroll Records	7 Years	Paper & Electronic
Employment & HR	I-9 Forms	3 yrs from hire or 1 yr after separation (whichever is later)	Paper
Employment & HR	Employee Benefits Records	7 Years after plan termination	Paper & Electronic
Employment & HR	Job Descriptions & Postings	3 Years	Electronic
Employment & HR	Offer Letters & Contracts	7 Years after separation	Paper & Electronic
Legal & Contracts	Contracts & Agreements	7 Years after expiration	Paper & Electronic
Legal & Contracts	Insurance Policies (current)	Permanent	Paper & Electronic
Legal & Contracts	Insurance Policies (expired); Litigation Files	7 Years after expiration	Paper & Electronic
Legal & Contracts	Patent & Trademark Records; Copyright Registrations	Permanent	Paper & Electronic
Membership Records	Membership Applications	3 Years	Electronic
Membership Records	Member Directories (annual)	5 Years	Electronic
Membership Records	Member Complaint Files	7 Years	Paper & Electronic
Programs & Publications	AAW Journal Archives	Permanent	Paper & Electronic
Programs & Publications	Symposium Records	10 Years	Electronic
Programs & Publications	Educational Program Records	7 Years	Electronic
Programs & Publications	Press Releases	5 Years	Electronic
Programs & Publications	Photographs & Video (org. events)	Permanent	Electronic
Electronic Records	Email Correspondence (routine)	2 Years	Electronic
Electronic Records	Email (official policy/legal); Database Records	Follow underlying record type	Electronic
Electronic Records	Website Content (archived)	5 Years	Electronic
Electronic Records	Social Media Archives	3 Years	Electronic

4. Storage and Maintenance of Records

Physical records must be stored in a secure, climate-appropriate location, with access limited to authorized personnel; records containing sensitive personal, financial, or legal information must be kept in locked cabinets or rooms. Electronic records must be maintained on secure servers or cloud-based systems with appropriate access controls, encryption, and regular backups sufficient to ensure their integrity, accessibility, and authenticity throughout the required retention period. Records stored offsite or in the cloud must be covered by a written agreement ensuring the AAW's ability to access, retrieve, and destroy them as required. Email is a record subject to this Policy when it relates to an official organizational matter; staff and volunteers

are responsible for retaining such email and deleting routine correspondence once the applicable retention period has expired.

5. Legal Holds

Upon notice or reasonable anticipation of litigation, a governmental investigation, an audit, or other legal proceeding, the Executive Director shall immediately issue a Legal Hold to all relevant personnel. A Legal Hold suspends all routine destruction of potentially relevant records regardless of the applicable retention period, identifies the categories of records subject to the hold, remains in effect until formally lifted in writing by the Executive Director or legal counsel, and supersedes the Retention Schedule for all affected records. Failure to comply with a Legal Hold may expose the Organization and individual employees to serious legal consequences. All personnel must immediately report any potential legal proceeding to the Executive Director.

6. Destruction of Records

Records may be destroyed only after the applicable retention period has expired and no Legal Hold is in effect, and only with written authorization from the Records Custodian. Paper records containing sensitive or confidential information must be shredded using a cross-cut or micro-cut shredder, or destroyed by a certified document destruction vendor. Electronic records must be deleted using methods that render the data unrecoverable, such as secure erasure software or physical destruction of storage media. Records containing no sensitive information may be recycled or deleted in the ordinary course. The Records Custodian shall maintain a permanent destruction log recording the category and description of records destroyed, the date and method of destruction, and the name of the person who authorized and carried out the destruction.

7. Responsibilities

A. Board of Directors: Adopts and periodically reviews this Policy; ensures adequate resources are allocated for records management; oversees compliance through the Audit Committee or equivalent body.

B. Executive Director: Serves as or designates the Records Custodian; implements and administers this Policy; issues Legal Holds when required; authorizes destruction of records; reports material compliance issues to the Board.

C. All Staff, Officers & Volunteers: Comply with this Policy and the Retention Schedule; maintain records in designated systems; report any known litigation, investigation, or audit to the Executive Director; refrain from destroying records subject to a Legal Hold.

8. Applicable Law

Minnesota Law

The AAW is incorporated as a nonprofit corporation under Minnesota Statutes Chapter 317A. Minutes of Board and committee meetings must be kept at the AAW's principal office and made available to members on request, along with financial statements, current director and officer information, and the Articles of Incorporation and Bylaws (Minn. Stat. § 317A.461). Minnesota sales and use tax records must be retained at least 3.5 years (Minn. Stat. § 289A.38). Employment records are subject to the Minnesota Human Rights Act (Minn. Stat. § 363A) and the Minnesota Fair Labor Standards Act (Minn. Stat. § 177). Destroying records to obstruct a legal proceeding may constitute criminal obstruction of justice under Minnesota law (Minn. Stat. § 609.63).

Federal Law

The Sarbanes-Oxley Act (18 U.S.C. §§ 1519–1520) prohibits knowingly destroying documents with intent to obstruct a federal investigation; while aimed primarily at public companies, these provisions apply to nonprofits as well. The AAW's Form 990 is a public document and must be made available on request, and tax records must be retained for a period sufficient to support any return filed. The Fair Labor Standards Act requires payroll and employment records be retained at least three years. ERISA requires records of any employee benefit plan be retained at least six years. Under the Uniform Electronic Transactions Act, electronic records that accurately reflect a written agreement are legally equivalent to paper records when proper safeguards are maintained.

9. Administration

Violations of this Policy may result in disciplinary action, personal legal liability, and harm to the Organization; the Executive Director shall report any known or suspected violation to the Board. Any exception requires written approval from the Executive Director, or the Board for matters of significant legal or financial consequence. This Policy should be reviewed at least every two years by the Board of Directors.

10. Adoption

This Policy was adopted by the Board of Directors on July 23, 2026.

AMERICAN ASSOCIATION OF WOODTURNERS

WHISTLEBLOWER POLICY

Adopted November 2025 | Revised July 23, 2026

Purpose

The American Association of Woodturners (AAW) requires staff, directors, and all others who perform duties on behalf of the AAW to observe high standards of personal and professional ethics in carrying out their duties and responsibilities. As representatives of the AAW, all covered individuals must practice honesty and integrity and comply with all applicable laws and regulations.

Reporting Responsibilities and Protection from Retaliation

No individual who in good faith reports a violation, or suspected violation, of AAW policy or applicable law shall suffer harassment, retaliation, or adverse consequences of any kind, including with respect to their employment, membership, committee service, or Board position. This protection is consistent with Minnesota's whistleblower statute, Minn. Stat. § 181.932, which prohibits retaliation against a person who reports a suspected violation of state or federal law. Any individual who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment, removal from a committee or Board position, or termination of membership, as applicable. This policy is intended to encourage and enable employees, Directors, and others to raise serious concerns within the AAW before seeking resolution outside the organization.

Reporting Violations

Any alleged violation should be reported to the AAW's Executive Director. If the alleged violation involves the Executive Director, it should be reported to the Board President. If the alleged violation involves the Board President, it should be reported to the Vice President. The person receiving the report is required to notify the Ethics Committee Chair (Bylaws Section 7.05), who will refer the complaint to the Ethics Committee for investigation. Reports may be filed anonymously with the Executive Director, Board President, or Vice President, as applicable.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegation that proves unsubstantiated, and which is shown to have been made maliciously or with knowledge that it was false, will be treated as a serious disciplinary matter.

Ethics Committee

The Ethics Committee is responsible for investigating all reported violations and shall report its findings to the Board of Directors.

Confidentiality

A complaint may be submitted on a confidential basis or filed anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Ethics Committee will acknowledge receipt of the report to the sender where contact information is available. All complaints will be promptly investigated, and the Ethics Committee's findings will be reported to the Board of Directors, which will review the findings and take any appropriate action.