

## **Network Test Automation Forum Whistleblower Policy**

**Adopted: May 12, 2010**

**General:** Network Test Automation Forum's Code of Ethics and Conduct ("Code") requires directors, officers, volunteers, staff and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Network Test Automation Forum, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility:** It is the responsibility of all directors, officers, volunteers, staff and contractors to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation:** No director, officer, volunteer, staff member or contractor who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any director, officer, volunteer, staff member or contractor who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership, employment and generally any and all association with Network Test Automation Forum. This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns within Network Test Automation Forum prior to seeking resolution outside Network Test Automation Forum.

**Reporting Violations:** The Code addresses Network Test Automation Forum's open door policy and suggests that directors, officers, volunteers, staff and contractors share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the person's supervisor within Network Test Automation Forum is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or are not satisfied your supervisor's response, you are encouraged to speak with the Executive Director, Board Chair or a Partner at Association Management Solutions. Anyone receiving a report of a suspected violation is required to report the suspected violation to the Chair of the Audit Committee, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following Network Test Automation Forum's open door policy, individuals should contact the Chair of the Audit Committee directly.

**Reporting Individual:** The Chair of the Audit Committee is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the Audit Committee. The Chair of the Audit Committee is required to report to the Audit Committee at least annually on compliance activity.

**Accounting and Auditing Matters:** The Audit Committee of the Board of Directors shall address all reported concerns of complaints regarding corporate accounting practices, internal controls or auditing. The Chair of the Audit Committee shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.

**Acting in Good Faith:** Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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 or may be submitted anonymously. 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:** The Chair of the Audit Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.