

	Date Released: 16-SEP-2021		Rev: A
	Doc Title: Workplace Investigations		
	Function/Owner: Legal/Corporate Compliance		Policy Number: 10.5
	Formerly: "Workplace Investigations," 10/31/2014, Policy No. 607		Page 1 of 2

**1.0 PURPOSE:**

The purpose of this policy is to define Albany International Corp.'s ("Albany" or the "Company") process and manner by which workplace-related complaints and reported incidents are to be handled.

**2.0 SCOPE:**

This policy applies to all Company employees, managers, officers, consultants and contractors, including those of Company subsidiaries where-located.

**3.0 DEFINITIONS:**

Term / Acronym	Definition
N/A	N/A

**4.0 POLICY:**

The Company takes all reports of misconduct and policy violations seriously and seeks to address any misconduct as early as possible and prevent the recurrence of future situations. The Company will appropriately review or investigate all claims of misconduct or wrongdoing brought to its attention, regardless of the reporting channel, and will take appropriate steps (disciplinary or otherwise) to review or investigate and address policy violations.

**4.1 Investigation Process**

Once a complaint has been received by the Company, it will be evaluated to determine the appropriate next steps. In general, the matter will be referred to subject matter experts for any additional investigation as needed. The Company will investigate the facts to determine objectively what happened and whether such an occurrence violated Company policy. If an investigation is deemed appropriate, no one will be judged to have engaged in wrongdoing or misconduct until the investigation is complete and they have had a chance to respond to the allegations. All investigators will treat witnesses in a professional manner, with dignity and respect.

**4.2 Handling Claims of Misconduct or Policy Violations**

All claims received from external sources reporting misconduct or Company policy violations, such as claims from or on behalf of former employees, claims by a federal, state, or local agency, or claims by attorneys, must be referred to the Legal Department.

**4.3 Interviews and Cooperation**

Employees are expected to fully cooperate with any questions or requests of Company investigators. Failure to cooperate or providing false or misleading information in a Company investigation may result in disciplinary action, up to and including the termination of employment. Generally, employees will not be allowed to bring third party representatives with them to Company investigation interviews. The Company does not consent to the recording of any investigatory interviews.

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**4.4 Disciplinary Action for Policy Violations**

Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates the Code of Business Conduct or a Company policy may be subject to disciplinary action, up to and including termination of employment at the discretion of the Company. In addition, the Company reserves the right to pursue criminal and/or civil action(s) for wrongdoing where appropriate.

**4.5 Questions Regarding the Policy**

Questions about this policy should be directed to the General Counsel or Assistance General Counsel of the Legal Department and Corporate Compliance.

**5.0 FREQUENCY OF REVIEW AND UPDATE:**

The Legal Department and the Assistant General Counsel will review the policy annually to determine if updates are needed, as well as to assess organizational compliance with the policy.

**6.0 ADDITIONAL POLICIES TO CONSIDER:**

- Business Ethics Policy
- Complaints and Concerns
- Abusive Conduct Prevention
- Records Retention

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