



ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

CORPORATE GOVERNANCE POLICY STATEMENT

May 6, 2009

CONFLICT OF INTEREST STATEMENT

Should a Board Member, Committee Chairperson, Committee Member, or Member believe at any time, that they may be unable or appear to be unable to maintain professional objectivity, or to not act in the best interests of AIST on any issue due to personal situation, employment, conflict of interest, membership in another organization, or other reason, the member should excuse himself / herself from any position, vote or action on that particular matter.

Potential conflicts of interest should be discussed with the Executive Director or President.

WHISTLEBLOWER STATEMENT

AIST is committed to lawful and ethical behavior in all of its activities and requires a Board Member, Committee Chairperson, Committee Member, Member or Employee to act in accordance with all applicable laws, regulations and policies, and to observe high standards of business in the conduct of his or her duties and responsibilities.

This Whistleblower Statement is intended to encourage and enable a Board Member, Committee Chairperson, Committee Member, Member or Employee to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no Board Member, Committee Chairperson, Committee Member, Member or Employee who in good faith reports a concern shall be threatened, discriminated against or otherwise subject to retaliation. Moreover, a person or persons who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position and / termination of membership.

Potential concerns should be discussed with the Executive Director or President.



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DOCUMENT RETENTION, STORAGE AND DESTRUCTION

AIST shall retain records in-house or at an off-site location in accordance with the following guidelines:

Table with 2 columns: General Description and Years Retained. Lists various document types and their retention periods, such as Audit Reports (Permanent), Accounts Payable (7 years), and Correspondence - routine (3 years).