INTRODUCTION
Booz Allen takes all allegations of misconduct seriously, including violations of law, our firm’s Code of Business Ethics and Conduct, and our firm policies. We investigate each allegation of misconduct fully and fairly and if substantiated, the firm in its discretion may discipline the person(s) who engaged in the misconduct.

The purpose of this policy is to set forth Booz Allen’s approach to determining the appropriate discipline for cases of misconduct, the factors in determining discipline, and the types of discipline.

SUMMARY OF POLICY
Booz Allen’s Discipline for Misconduct covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Describes the firm’s process and oversight for assessing and imposing discipline for misconduct
- Provides an overview of factors considered in determining discipline
- Explains different types of discipline that may be taken against the person(s) who are engaged in the misconduct and any additional actions, such as notifying the Board of Directors or disclosing misconduct to government authorities
- Confirms actions that will be taken when violations of the policy have been identified, employee’s duty to report violations of the policy, and the firm’s zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Points of contact and additional resources