

# MCLEAN YOUTH SOCCER

**POLICY NUMBER: 100**

**POLICY TOPIC: Whistleblower Protection Policy**

**APPROVED: April 20, 2020**

**PURPOSE:**

This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns internally so that MYS can address and correct inappropriate conduct and actions.

**POLICY:**

MYS requires directors, officers and staff (“MYS Representatives”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As MYS Representatives, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all MYS Representatives to report concerns about violations of MYS’s Code of Ethics, policies or suspected violations of law or regulations that govern MYS’s operations.

**PROCEDURES:**

**No Retaliation**

It is contrary to the values of MYS for anyone to retaliate against any person (or their families) who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, or suspected fraud; or suspected violation of any policies and procedures governing the operations of MYS. An MYS Representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment as applicable.

**Reporting Procedure**

MYS has an open-door policy and suggests that MYS Representatives share their questions, concerns, suggestions or complaints with their supervisor. MYS Representatives who are not comfortable speaking with their supervisor or are dissatisfied with their supervisor’s response are encouraged to speak with the Executive Director. Supervisors are required to report complaints or concerns about suspected ethical and legal violations

in writing to the Vice Chair of the MYS Board, who shall investigate all reported complaints. MYS Representatives with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Vice Chair.

The Vice Chair will report to the Executive Director and the Board regarding such complaints and their resolution.

### **Accounting and Auditing Matters**

The Vice Chair shall immediately notify the Finance Committee of any concerns or complaints related to accounting or alleged financial improprieties, and will work with the Committee until such matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. 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 Vice Chair will acknowledge receipt of the reported violation or suspected violation from the complainant. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.