

**USA TRACK & FIELD NW JERSEY ASOCIATION
POLICIES AND PROCEDURES
WHISTLEBLOWER POLICY**

General

Our Organization requires Board members, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, 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 Board members, officers, employees, and volunteers to comply with this Whistleblower Policy and to report violations or suspected violations of laws, regulations, policies, rules, internal controls, proper accounting practices, financial transactions, financial reporting, financial management, fraud, or any other compliance requirements, in accordance with this Whistleblower Policy. We also encourage any other individuals to report violations or suspected violations mentioned above.

No Retaliation

No Board member, officer, employee, volunteer, or anyone else who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Organization maintains an open door policy and suggests that individuals share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, management is in the best position to address an area of concern. However, if you are not comfortable speaking with management or you are not satisfied with management's response, you are encouraged to speak with a Board member whom you are comfortable in approaching. For suspected fraud, individuals should contact a Board member directly. Board members, officers, managers, and supervisors are required to report suspected violations to the Board, who has specific and exclusive responsibility to investigate all reported violations.

Board Responsibility

The Board is responsible for investigating and resolving all reported complaints and allegations concerning violations and will advise the Secretary as to the details of the investigation and the resolution.

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Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violations must be acting in good faith and have reasonable grounds for believing the information disclosed indicates there has been a violation. Any allegations that 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 Secretary 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. All reported or suspected violations, their subsequent investigation, and their resolution will be documented in writing in a report by the Secretary. The Secretary will submit this written report to the Board. The Board will review, revise as necessary, and accept the report and it will be recorded in the minutes of the Board. The Secretary will then submit this written report to the individual who made the complaint or allegation.