

# South Texas Youth Soccer Association

## Whistleblower Policy

Adopted by the Executive Committee – 10/17/09 Unanimously

South Texas Youth Soccer Association (the "Organization") requires its directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within STYSA. As representatives of STYSA, we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations.

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that STSYA has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees and volunteers of STYSA to raise serious concerns about the occurrence of illegal or unethical actions within STYSA before turning to outside parties for resolution. Notwithstanding anything contained in this Whistleblower Policy to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between STYSA and any of its directors, officers, employees or volunteers, nor does it change the fact that all employees of STYSA are employees at will. Nothing contained in this Whistleblower Policy provides any director, officers, employee or volunteer of STYSA with any additional rights or causes of action not otherwise available under applicable law.

### **Reporting Responsibility**

All directors, officers, employees and volunteers of STYSA have a responsibility to report any action or suspected action taken within STYSA that is illegal, unethical or violates any adopted policy of STYSA ("Violations").

Anyone reporting a Violation must act in good faith, without malice to STYSA or any individual in STYSA and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. A person who makes a report does not have to prove that a Violation has occurred. However, any report which the reporter has made maliciously or

any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense.

### **No Retaliation**

No one who in good faith reports a Violation or who, in good faith, cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within STYSA who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

If you believe that an individual who has made a good faith report of a Violation or who has, in good faith, cooperated in the investigation of a Violation is suffering harassment, retaliation or adverse employment consequences, please contact the STYSA Compliance Officer.

### **Reporting Process**

All directors, officers, employees, and volunteers should address their concerns relating to a Violation to any person within STYSA who can properly address those concerns. In most cases, the direct supervisor of an employee or volunteer is the person best suited to address a concern. However, if you are not comfortable speaking with your supervisor or if you are not satisfied with your supervisor's response, you are encouraged to speak to the Compliance Officer, to a designated board member or to anyone in management you feel comfortable approaching.

STYSA encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports addressed to an individual within STYSA may be submitted on a confidential basis and reports may be submitted to the Compliance Officer anonymously.

### **Compliance Officer**

A supervisor, manager and board member is required to notify the Compliance Officer of every report of a Violation. The Compliance Officer will notify the sender and acknowledge receipt of a report of Violation within five business days, but only to the extent the sender's identity is disclosed or a

return address is provided.

The Compliance Officer is responsible for promptly investigating all reported Violations and for causing appropriate corrective action to be taken if warranted by the investigation.

The audit committee of the board of directors is responsible for addressing all reported concerns or complaints of Violations relating to corporate accounting practices, internal controls or auditing. Therefore, the Compliance Officer must immediately notify the audit committee of any such concern or complaint. In addition, if the Compliance Officer deems it appropriate, the Compliance Officer may advise the Executive Director or the audit committee of any other reported Violations. The Compliance Officer has direct access to the board of directors and is required to report to the board of directors at least annually on compliance activity.

Compliance Officer: STYSA Treasurer, 512 272-4553, 15209 US Hwy 290 E, Manor TX 78653