



USATF FLORIDA ASSOCIATION WHISTLEBLOWER POLICIES AND PROCEDURES

General

Our Organization requires Officers, Committee Chairs and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members 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 Officers, Committee Chairs 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 Officer, Committee Chair, volunteer, or anyone else who in good faith reports a violation shall suffer harassment, retaliation, or adverse consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline (as determined by the Executive Committee). This Whistleblower Policy is intended to encourage and enable Officers, Committee Chairs 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, the Executive Committee is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Committee or you are not satisfied with the Executive Committee's response, you are encouraged to speak with an Executive Committee member whom you are comfortable in approaching. For suspected fraud, individuals should contact an Executive Committee member directly. Executive Committee members and Committee Chairs are required to report suspected violations to the Executive Committee, who has specific and exclusive responsibility to investigate all reported violations.

Executive Committee Responsibility

The Executive Committee 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 ten (10) 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 Executive Committee. The Executive Committee will review, revise as necessary, and accept the report and it will be recorded in the minutes of the Executive Committee. The Secretary will then submit this written report to the individual who made the complaint or allegation.