



# SPRINGFIELD AREA SOCCER ASSOCIATION

PASSION PRIDE LOYALTY UNITY



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## Springfield Area Soccer Association (SASA) Whistleblower Protection Policy

SASA requires directors, officers, employees and independent contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of SASA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Any club member who has a legitimate concern that a violation of the aforementioned applicable laws and regulations may have occurred is encouraged to report those concerns to SASA.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable concerned members to raise serious concerns internally so that SASA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and independent contractors to report concerns about violations of SASA's code of ethics or suspected violations of law or regulations that govern SASA's operations.

### **No Retaliation**

It is contrary to the values of SASA for anyone to retaliate against club member, board member, officer, employee or independent contractor who in good faith reports an ethics violation, a suspected violation of law, a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of SASA. An employee or independent contractor who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

SASA has an open-door policy and suggests that club members and employees share their questions, concerns, suggestions or complaints with a board member. Board members who receive such complaints are required to report complaints or concerns about suspected ethical and legal violations in writing to SASA's Compliance Officer, who has the responsibility to ensure each issue is investigated appropriately.

### **Compliance Officer**

SASA's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the the Board of Directors of complaints and their resolution.

### **Accounting and Auditing Matters**

SASA's Compliance Officer shall immediately notify the Treasure of any concerns or complaints regarding corporate accounting practices or financial internal controls or auditing and work with the Treasure until the 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. Any allegations that prove not to be substantiated and which 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. 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**

SASA's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. Reports will be promptly reviewed and appropriate corrective action will be taken if warranted.