



Policies and Procedures

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1. New Jersey Swimming, Inc is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to New Jersey Swimming, Inc's business and does not relate to private acts of an individual not connected to the business of New Jersey Swimming, Inc.
2. If an employee has a reasonable belief that an employee or New Jersey Swimming, Inc has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the General Chair. If the employee does not feel comfortable reporting the information to the General Chair, he or she is expected to report the information to the Administrative Vice Chair.
3. All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, New Jersey Swimming, Inc will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.
4. New Jersey Swimming, Inc will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.
5. New Jersey Swimming, Inc may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.
6. In addition, New Jersey Swimming, Inc will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by New Jersey Swimming, Inc or any of its employees of a violation of any applicable law or regulation.
7. Supervisors will be trained on this policy and New Jersey Swimming, Inc's prohibition against retaliation in accordance with this policy.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number

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