

Pacific Northwest Swimming Rules and Procedures	Whistle Blower Policy
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General

Pacific Northwest Swimming Association (PNSA) expects directors, officers, committee members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of PNSA must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, regulations, and USA Swimming and PNSA policies.

Reporting Responsibility

It is the responsibility of all directors, officers, committee members, volunteers, and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected 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 PNSA prior to seeking resolution outside the organization.

Reporting Violations

Employees are to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Chair or Administrative Vice Chair of PNSA whom you are comfortable in approaching. Directors, officers, committee members, supervisors and managers are required to report suspected violations to the Administrative Vice Chair.

Compliance Officer

The Administrative Vice Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Finance Committee. The Administrative Vice Chair is required to report to the Finance Committee at least annually on compliance activity.

Accounting and Auditing Matters

The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Administrative Vice Chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a 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 of the law, regulations, and/or PNSA policies. 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 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 Administrative Vice Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted violation reports. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.