

WYOMING SWIMMING, INC.

Whistleblower Protection Policy

Wyoming Swimming, Inc (WYSI) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives of WYSI must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

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

No Retaliation

It is contrary to the values of WYSI for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of WYSI. A WYSI member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure

WYSI has an open-door policy. Everyone is encouraged to speak with the Administrative Vice-Chair, General Chair or any member of the Board of Directors to report complaints or concerns about suspected ethical and legal violations. Individuals with concerns or complaints may also submit their concerns in writing directly to the WYSI Admin Review Board.

Reporting Officer

The WYSI's Board of Directors or Admin Review Board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and 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. 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

A member of the WYSI Board of Directors or Admin Review Board will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on {Date}.