



# EAGLE MOUNTAIN SOCCER ASSOCIATION

## Whistleblower Policy

### **General**

Eagle Mountain Soccer Association, hereafter known as EMSA, requires directors, officers and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of EMSA, 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 directors, officers, volunteers and members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer, volunteer or member who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse consequence. Any EMSA representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including refusal of membership in the association. This Whistleblower Policy is intended to encourage and enable anyone to raise serious concerns within EMSA prior to seeking resolution through outside means.

### **Reporting Violations**

EMSA has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a board member is in the best position to address an area of concern. However, if you are not comfortable speaking with a board member or you are not satisfied with their response, you are encouraged to speak with EMSA's compliance officer. Directors, officers, volunteers and members are required to report suspected ethics violations to EMSA's Compliance Officer, who has the specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following EMSA's open door policy, individuals should contact the North Texas State Soccer Association directly.

### **Compliance Officer**

EMSA's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise EMSA's President and/or the North Texas State Soccer Association. The Compliance Officer has direct access to the board of directors and is required to report on compliance activity. EMSA's Compliance Officer is the Vice-President of the association.

### **Accounting and Auditing Matters**

The board of directors shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the

board of directors 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. 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 Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation, and the informant, if known, will be notified of the results of the investigation.