



POLICY 30

WHISTLEBLOWER

General

The Tennessee State Soccer Association (TSSA) Code of Ethics and Conduct (“Code”) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the TSSA, directors, officers, and employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

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

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code 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 the TSSA prior to seeking resolution outside the TSSA.

Reporting Violations

This Policy addresses the TSSA’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints in writing with someone who can address them properly. In most cases, the TSSA Executive Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the executive director or you are not satisfied with the executive director’s response, you are encouraged to speak with either the TSSA Executive Vice President or the TSSA President. All individuals receiving a written concern or complaint are required to report suspected violations of the Code of Conduct to the TSSA’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the TSSA’s open door policy, individuals should contact the TSSA’s Compliance Officer directly.

TSSA's Compliance Officer

TSSA's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the TSSA President and/or Executive Director. The Compliance Officer has direct access to the board of directors and is required to report at least annually on compliance activity. The TSSA Vice President Secretary-Treasurer shall serve as the TSSA's Compliance Officer.

Accounting and Auditing Matters

TSSA's Compliance Officer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the President of any such complaint and work with the Executive Director and appropriate staff.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy Approved by the Tennessee State Soccer Association Board of Directors

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