

Georgia Soccer Whistleblower Policy
Policy on Reporting and Investigating Allegations of Suspected Improper
Activities
(revised 2/15/18)

Preamble

Georgia State Soccer Association (hereinafter referred to as Georgia Soccer) has a responsibility for the stewardship of its resources and the public and private support that enables it to pursue its mission. Georgia Soccer is committed to compliance with the laws and regulations to which it is subject and to promulgating policies and procedures to interpret and apply these laws and regulations in the Georgia Soccer setting. Laws, regulations, policies and procedures strengthen and promote ethical practices and ethical treatment of our community and those who conduct business with Georgia Soccer.

General

Georgia Soccer's Conflict of Interest Policy and Code of Ethics require directors, officers, employees and committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Georgia Soccer, all 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, employees and committee members to comply with the Conflict of Interest Policy and the Code of Ethics and to report violations or suspected violations in accordance with this Policy. Violations can be reported one of two ways.

First, you can email directly to the Executive Officers of Georgia Soccer Board.

Second, you can anonymously email to the Executive Officers of Georgia Soccer Board at gswb2323@hotmail.com. An email is immediately sent to the Executive Officers of Georgia Soccer Board. You must provide detail information on how you choose for them to reply to you.

No Retaliation

No director, officer, employee or volunteer member who in good faith reports a violation of the Conflicts of Interest or Code of Ethics 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 or removal from office. This Whistleblower Policy is intended to encourage and enable directors, officers, employees, committee members and others to raise serious concerns within Georgia Soccer prior to seeking resolution outside of the organization.

Reporting Violations

This policy is meant to be construed as an open-door policy and suggests that board members, employees, and others 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 an individual is not comfortable speaking to his or her supervisor or is not satisfied with a supervisor's response to a reported violation, that individual is encouraged to speak to the Executive Director. In the event, that the individual is not satisfied with the response of staff management, or the Whistle Blower is reporting a violation against the Executive Director, he or she may bring his or her concern or complaint to the Executive Officers of the Georgia Soccer Board in writing via email. The Board Directors and Officers are required to report suspected violations of the Code of Ethics and any other policies to Georgia Soccer's Executive Board. For all cases of suspected fraud, or when dissatisfied or uncomfortable with following Georgia Soccer's open-door policy, all individuals should feel free to contact directly Georgia Soccer's Executive Officers

Executive Officer's Duties

Georgia Soccer's Executive Officers are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Ethics and Conflict of Interest policy. The Executive Officers are required to report to the Board as appropriate at least annually on all compliance activity.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Conflict of Interest Policy, Code of Ethics or any other policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Georgia Soccer's Code or policies. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and may be considered a reason for action to be taken against such person by the Board of Directors.

Confidentiality

Violations or suspected violations may be submitted on an anonymous or 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

Any manager who learns of a complaint that is filed will share it with the Executive Officers of Georgia Soccer Board, who 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.