



Arlington Soccer Association Whistleblower Policy

Purpose

This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns internally so that Arlington Soccer can address and correct inappropriate conduct and actions.

Questionable Conduct to be Reported

Arlington Soccer encourages employees who observe possible unethical or illegal conduct to report their concerns. Employees and others involved with the organization are urged to come forward with any such information, without regard to the identity or the position of the suspected offender.

If an employee, in good faith, suspects another employee or any other person affiliated with Arlington Soccer has engaged in questionable conduct involving financial improprieties, misuse of Arlington Soccer assets, conflicts of interest or other fraudulent, dishonest or illegal conduct detrimental to the interests of Arlington Soccer, employees should report it. This misconduct may include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to any supervisor or to Arlington Soccer auditors, or even a conflict of interest that may result in financial harm or public discredit to Arlington Soccer.

Reporting Procedure

If an employee suspects that an employee or other person affiliated with Arlington Soccer has engaged in conduct described above, the employee may report it either confidentially or anonymously. In either case it is the policy of Arlington Soccer to protect the employee against any form of harassment, intimidation, discrimination or retaliation for making such a report in good faith.

Employees and others may communicate suspected violations of law, policy or other wrongdoing by contacting their supervisor, the Arlington Soccer Executive Director, or any member of management, or by using the anonymous third-party hotline or web form. Arlington Soccer will promptly conduct an investigation into the matter and keep the reporting employee's identity confidential at all times to the extent permitted by law and consistent with Arlington Soccer obligations to take corrective action.

If an employee prefers to make a report anonymously, the employee should submit a report using any third-party hotline or web form. If an employee chooses to make a report anonymously, that decision may hinder Arlington Soccer's ability to fully investigate the matter and will therefore not provide the reporting employee with the results of any investigation; however, the report will be carefully investigated nonetheless.

Subject to the confidentiality qualifications noted above, credible reports of improprieties in accounting, auditing, or other internal control systems and credit reports involving a material financial liability for the organization should be reported to the Arlington Soccer Director of Finance or using the anonymous third-party hotline or web form.

Protection from Retaliation

Arlington Soccer does not tolerate any form of retaliation against employees who take action in conformance with this policy. Employees who, in good faith, report suspicious conduct, as described above, to the designated individuals at Arlington Soccer, using an approved third party engaged by Arlington Soccer, or to a government agency, are protected from retaliation. Those who provide truthful information or otherwise assist in an investigation regarding such matters are also so protected.

If an employee believes that he/she has been subjected to retaliation for taking action under this policy, the employee should immediately report it to the Arlington Soccer Executive Director, or any other member of management, or via the anonymous third-party hotline or web form. Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality, consistent with a full and fair investigation.

Any employee who engages in such retaliation may be subject to disciplinary action, which may include termination of employment.