



Whistleblower Protection Policy

Aiken-Augusta Swim League Inc. (ASL) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of ASL we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

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

No Retaliation

It is contrary to the values of ASL for anyone to retaliate against any board member, member, 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 ASL. 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.

Reporting Procedure

ASL has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Program Director. If you are not comfortable speaking with the Program Director or you are not satisfied with the Program Directors response, you are encouraged to speak with The President. The Program Director is required to report complaints or concerns about suspected ethical and legal violations in writing to the ASL's President [or designated board member], who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to The Program Director or the President.

Compliance Officer [President, ASL]

The ASL's President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President will advise the Board of Directors of all complaints and their resolution. The Treasurer of ASL will advise the Board of Directors about compliance activity relating to accounting or alleged financial improprieties. When appropriate the Board of Directors will adjudicate resolution about unethical or illegal conduct.



Accounting and Auditing Matters

ASL's President shall immediately notify the Treasurer of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the Board of Directors until the matter is resolved.

Acting in Good Faith

Anyone filing a written 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

ASL's President 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.

Compliance Officer: President, Aiken-Augusta Swim League

Policy approved by the Board of Directors on: January 8, 2018