

WHISTLE BLOWER AND COMPLAINT RESOLUTION POLICY

WSRC will investigate complaints of:

- Violations of the code of conduct by its members
- Violations of the code of conduct by its employees
- suspected fraudulent or dishonest use or misuse of its resources or property by employees, board members, volunteers, or club members.

WSRC will also investigate complaints concerning its programs and services.

Staff, board members, volunteers, club members, and community members are encouraged to report suspected fraudulent or dishonest conduct or problems with programs or services provided, pursuant to the procedures set forth below. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported: to the WSRC President. If, for any reason, a person finds it difficult to report his or her concerns to such person, s/he may report the concerns directly to the WSRC Vice-President. Complaints are preferred in writing and signed, and submitted within fourteen (14) days of the alleged incident. Failure to comply with this requirement does not mean the complaint will be dismissed. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above. Anonymous complaints may be accepted at the sole discretion of the Disciplinary Committee.

Investigation. All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person. Investigations will be conducted by the Disciplinary Committee or their designate. Investigations will include as necessary, obtaining written statements of any witnesses, interviews of the parties to the complaint and consulting with independent experts. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

Rights of Accused. The Individual complained about will be fully informed of all allegations and evidence brought against him or her and there will be full disclosure. The Individual complained of will be given a reasonable opportunity to respond to the allegations brought forward.

No Retaliation. No director, officer, employee, volunteer, or club member who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning the services it provides and programs WSRC runs shall suffer harassment, retaliation, or other 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/Complaint Resolution Policy is intended to encourage and enable employees and others to raise serious concerns



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within the organization prior to seeking resolution outside the organization. The Policy is in addition to any non-retaliation requirements required by law.

This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Individuals making complaints must be cautious to avoid baseless allegations; employees who intentionally make false allegations are subject to disciplinary action in accordance with the WSRC Discipline Policy.