



## **Whistleblower Protection Policy**

**Ozark Swimming, Inc.** (OSI) 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 OSI, 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, volunteers and others to raise serious concerns internally so that OSI can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of OSI's code of ethics or suspected violations of law or regulations that govern OSI's operations.

### **No Retaliation**

It is contrary to the values of OSI for anyone to retaliate against any board member, officer, 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 OSI. An employee or Board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or position on the Board.

### **Reporting Procedure**

OSI has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor or General Chair. If you are not comfortable speaking with your supervisor or General Chair, or you are not satisfied with their response, you are encouraged to speak with the Admin Vice Chair or Governance Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the OSI's General Chair, Admin Vice Chair or the Governance Chair who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, General Chair, Admin Vice Chair or the Governance Chair.

### **Governance Chair:**

The OSI's Governance Chair is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Governance Chair will advise the General Chair and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters**

The OSI's Governance Chair shall notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the committee 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**

The OSI's Governance Chair 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.