**Helena Lions Swim Team**

**#204**

**WHISTLE BLOWERS POLICY**

**Purpose:** The Helena Lions Swim Team expects that its Board of Directors, committees, employees, and other representatives will observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives and employees of the HLST, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

**Reporting Responsibility**

It is the responsibility of all members of the Board of directors, committees, and employees to report wrongful conduct in accordance with this Whistle Blower Policy.

**Wrongful Conduct**

“Wrongful Conduct” is defined in this Whistle Blower Policy to include; a serious violation of HLST policies; a violation of applicable state and federal law; or the use of the HLST property, resources, or authority for personal gain or other non organization related purposes.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistle Blower Policy. Rather, the Whistle Blower Policy is intended to serve as a mean of reporting all serious improprieties that potentially impact the integrity and nonprofit status of the Helena Lions Swim Team.

**Reporting Wrongful Conduct**

The HLST encourages its board of directors, committees, employees, and other representatives to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Head Coach or the President of the Board of Directors is in the best position to address an area of concern. However, if you are not comfortable speaking with or satisfied with the response of the foregoing individuals, the issue may be reported to any member of the board of directors. The Head Coach, president of the board and all members of the board of directors to whom a report of Wrongful Conduct is made are required to immediately advise the full board of directors of such report of Wrongful Conduct.

**Acting in Good Faith**

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantial and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**No Retaliation**

No board member, committee member, employee, or other representative of the Helena Lions Swim Team who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequences. Any board member, committee member, employee or other representative of Helena Lions Swim Team who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the board of directors, as applicable. This Whistle Blowers Policy is intended to encourage and enable employees and others to raise serious concerns withing the Helena Lions Swim Team to seeking resolution outside the Helena Lions Swim Team.

**Confidentiality**

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation

**Handling of Reported Wrongful Conduct**

A representative of the board of directors will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five (5) business days, unless such report was submitted anyonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy History:

Adopted on: 10/03/2013

Revised on: 03/08/2017

Revised on: