

Georgia Soccer Whistleblower Policy

Policy on Reporting and Investigating Allegations of Suspected Improper Activities

Preamble

Georgia State Soccer Association (hereinafter referred to as Georgia Soccer) has a responsibility for the stewardship of its resources and the public and private support that enables it to pursue its mission. Georgia Soccer is committed to compliance with the laws and regulations to which it is subject and to promulgating policies and procedures to interpret and apply these laws and regulations in the Georgia Soccer setting. Laws, regulations, policies and procedures strengthen and promote ethical practices and ethical treatment of our community and those who conduct business with Georgia Soccer.

General

Georgia Soccer's Conflict of Interest Policy and Code of Ethics require directors, officers, employees and committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Georgia Soccer, all must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees and committee members to comply with the Conflict of Interest Policy and the Code of Ethics and to report violations or suspected violations in accordance with this Policy.

No Retaliation

No director, officer, employee or volunteer member who in good faith reports a violation of the Conflicts of Interest or Code of Ethics shall suffer harassment, retaliation or adverse employment 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 or removal from office. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Georgia Soccer prior to seeking resolution outside of the organization.

Reporting Violations

This policy is meant to be construed as an open-door policy and suggests that board members, employees, and others share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an individual is not comfortable speaking to his or her supervisor or is not satisfied with a supervisor's response to a reported violation, that individual is encouraged to speak to the Executive Director. In the event that the individual is not satisfied with the response of staff management, he or she may bring his or her concern or

complaint to a representative designated by the Georgia Soccer Board. The Board Directors and Officers are required to report suspected violations of the Code of Ethics and any other policies to Georgia Soccer's Compliance Officer. The Compliance Officer shall be designated from among the Life Members of Georgia Soccer, and that officer has specific and exclusive responsibility to investigate all reported violations. For all cases of suspected fraud, or when dissatisfied or uncomfortable with following Georgia Soccer's open-door policy, all individuals should feel free to contact directly Georgia Soccer's Compliance Officer identified below.

You may contact the Compliance Officer by:

- Sending an email to the current president of Georgia Soccer at president@georgiasoccer.org;
- Calling the president at (770) 452-0505 ext. 400; or
- Mailing a letter to "Compliance Officer" c/o Georgia Soccer, 2323 Perimeter Park Dr NE, Atlanta, GA 30341

Compliance Officer's Duties

Georgia Soccer's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Ethics and Conflict of Interest policy, and, at his or her discretion, shall advise the Chair of the Board or the Board of Directors as appropriate. The Compliance Officer is required to report to the Board as appropriate at least annually on all compliance activity.

Selection of Compliance Officer

In order to assure an effective and non-partial Whistleblower Policy process, it shall be determined that a Life Member of Georgia Soccer will serve as the Compliance Officer.

In the month after all annual committee appointments succeeding the Annual General Meeting, the Executive Director will send to each and every Life Member a solicitation to consider serving as the Compliance Officer or the Alternate Compliance Officer. No nominee may, at that time, hold any elected or appointed positions within Georgia Soccer.

The Executive Director will send to the Board of Directors and the Life Members a list of the Life Members offering to serve in this role and will request from these parties their choices of no more than two nominees to serve as Compliance Officer and Alternate Compliance Officer. This may be done in an electronic form or format.

The Life Member who receives the largest number of nominations will be named the Compliance Officer. The Life Member who receives the next highest number of nominations will be named the Alternate Compliance Officer.

In the case of the unavailability of the Compliance Officer, the Alternate will take the role of the Compliance Officer.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Conflict of Interest Policy, Code of Ethics or any other policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Georgia Soccer's Code or policies. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and may be considered a reason for action to be taken against such person by the Board of Directors.

Confidentiality

Violations or suspected violations may be submitted on an anonymous or 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

Any manager who learns of a complaint that is filed will share it with the Compliance Officer, who will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation.