

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION, INC.

WHISTLEBLOWER POLICY

PURPOSE

The New York State West Youth Soccer Association, Inc. ("NYSWYSA") requires directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of NYSWYSA, they must practice honesty and integrity in fulfilling their responsibilities, and must comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

It is the responsibility of all directors, officers, volunteers and employees to comply and to report unethical conduct and any violations of applicable laws and regulations in accordance with this Whistleblower policy.

NO RETALIATION

This Whistleblower policy is intended to encourage and enable directors, officers, volunteers and employees and others to raise concerns within NYSWYSA prior to seeking resolution outside of NYSWYSA. No director, officer, volunteer or employee who in good faith reports unethical conduct or any action or suspected action taken by or within NYSWYSA that is illegal, fraudulent or in violation of any adopted policy of NYSWYSA will suffer intimidation, harassment, discrimination or other retaliation, or for employees, adverse employment consequence. A director, officer, volunteer or 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

NYSWYSA encourages employees and volunteers to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee or volunteer's supervisor is the best position to address an area of concern. However, if the employee or volunteer is not comfortable speaking with his/her supervisor or the employee or volunteer is not satisfied with the response of said supervisor, they are encouraged to speak with someone in the Human Resource Department, the Compliance Officer, or anyone in management who they are comfortable in approaching.

Supervisors and managers are required to report actual or suspected unethical conduct or violations to NYSWYSA's Compliance Officer.

For cases involving suspected fraud, or when they are not satisfied with the action of management, employees and volunteers should contact the Compliance Officer directly.

Directors and officers of NYSWYSA shall report actual or suspected unethical conduct or violations to NYSWYSA's Compliance Officer.

For purposes of this policy the Compliance Officer is the Chair of the Audit Committee and can be contacted at the following address:

NAME, ADDRESS, TELEPHONE & EMAIL CONTACTS

COMPLIANCE OFFICER & OVERSIGHT

The Compliance Officer identified above is responsible for investigating and resolving reported complaints and allegations concerning actual or suspected unethical conduct and violations. The Compliance Officer must advise all members of the Audit Committee of any reported complaints or allegations, and at his/her discretion may advise the Executive Director as well. The Compliance Officer shall report any actions taken pursuant to this policy to the Audit Committee. The Audit Committee shall oversee the adoption of, implementation of, and compliance with this Whistleblower Policy in accordance with the procedures contained herein.

ACTING IN GOOD FAITH

Anyone filing a complaint concerning an actual or suspected violation or case of unethical conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of said ethics, law, regulation or corporate policy. 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

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

HANDLING OF REPORTED VIOLATIONS

The Compliance Officer will notify the sender and acknowledge receipt of the reported actual or suspected violation or unethical conduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

DISTRIBUTION OF THE POLICY

This policy shall be distributed to all directors, officers, employees and volunteers who provide substantial services to the Corporation.¹

¹ Substantial services is not defined under the law. The organization can either: (a) distribute a copy to all volunteers; or (b) define the universe of volunteers that fall within this definition (e.g., by title, number of hours volunteered, etc.).