



USA Deaf Sports Federation
www.usdeafsports.org

Policy: Whistleblower Policy
Date Issued: December 2019
Owner: Governance
Applies to: USADSF Board and staff, NSOs, NSCs, athletes, parents/legal guardians, team doctors, team managers, medical staff, volunteers, general public, and other Persons as specified in this policy

1.0 Purpose: The USA Deaf Sports Federation (USADSF) requires all members, including but not limited to: athletes, coaches, trainers, mechanics, team managers, team doctors, employees, volunteers, officers, staff and Board officers, of the USADSF to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations, including federal, state and local, laws and regulations. The purpose of this policy is to encourage any concerned parties to come forward with credible information on illegal practices or violations of adopted policies of the organization. The policy specifies that the organization will protect the individual from retaliation and identifies the appropriate procedure(s) for reporting these issues.

2.0 Policy: This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that the USADSF can address and correct inappropriate conduct and actions. It is the responsibility of all members to report concerns about violations of the USADSF's code of ethics or suspected violations of law or regulations that govern the USADSF's operations.

3.0 No Retaliation: It is contrary to the values of the USADSF for anyone to retaliate against any member 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 the USADSF. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, removal from office, revocation of membership and a lifetime ban from participating in any USADSF affiliated activities.

4.0 Procedure: USADSF encourages participants and members who have concerns about breaches of policy, Code of conduct violations, or similar, to report the incident as soon as possible to stop the behavior from happening. Wherever possible, please make an informal complaint in the first instance with immediate superiors or local leaders before escalating to a formal complaint, particularly around matters of personal safety or harassment. USADSF does not tolerate unethical behavior, violence, harassment, or bullying behavior, or breaches of the USADSF Code of Conduct. If the matter is an emergency or a member or participant feels

unsafe, please call local law enforcement immediately before making an informal or formal complaint.

All individuals are encouraged to share questions, concerns, suggestions, or complaints with the USADSF Executive Director or a member of the USADSF Board of Directors. This person will then serve as their point-of-contact during the Whistleblower process, as well as the person responsible for capturing and archiving all related evidence, unless a conflict of interest is identified. If a conflict of interest is identified, the point-of-contact will defer responsibility to either the Chair of the Board or the Compliance Committee.

Please report incidents or concerns as soon as possible. Informal reports over one year of age are unlikely to be resolved to anyone's satisfaction. Please proceed to a formal complaint if the incident or concern occurred more than a year in the past.

In the event of filing a formal complaint, the USADSF President or the President's designee will initiate the Whistleblower process. A designee will lead if the complaint is filed against the President. The president will designate representatives (see Compliance Committee), within 14 days after receiving the complaint, to conduct a hearing or investigation of the complaint, report findings, and recommend a decision. The President, or the USADSF Board Member if the complaint is filed against the President, will make the final complaint decision and communicate it to the appropriate parties.

5.0 Compliance Committee: The Compliance Committee which is appointed by the President or the President's designee shall be between three to five members selected per the following guidelines:

5.1 The chair and committee members will include individuals who have no vested interest in the outcome. If there is an individual in the committee who eventually is named in the allegation, such individual shall recuse themselves and the remaining committee members will appoint an independent and uninvolved individual to take the place of the recused member.

5.2 Every effort will be made to diversify the composition of the committee members including but not limited to race, ethnicity, gender, age, and sexuality for a fair representation in the decision making process.

5.3 In addition to the president appointed committee members as stated above, the whistleblower may bring his/her/their representative (see Representation above for further information).

5.4 The committee shall conduct an independent and thorough investigation. In order to do so, it has the power to receive evidence from the whistleblower and to gather evidence from all sources and all witnesses.

5.5 The procedure shall involve a fact finding by the committee at which time the committee will ascertain from each witness, including the whistleblower, separately. The whistleblower will

be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the decision.

5.6 The committee shall make a written report of its recommendation and justification to the President. The President may then adopt the committee's recommendation, in whole or in part, or make his/her/their decision independent of the committee's findings with justification.

5.7 The whistleblower shall be provided a copy of the committee's report along with the President's decision.

6.0 Destruction, Alteration, or Falsification: Whoever, including all parties in the Compliance Committee and/or part of this compliant, knowingly alters, destroys, conceals, or removes a thing or item with the purpose of hiding the truth or making an item unavailable for a justified and fair proceeding or investigation; or makes, presents, or uses an item in a manner to deceive any other party who is or may be engaged in the proceeding or investigation, shall be removed from the USADSF and may face further consequences, including a lifetime ban from participating in any USADSF affiliated activities.

7.0 Confidentiality: USADSF will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Disclosure of complaint to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment and/or a lifetime ban from participating in any USADSF affiliated activities.

8.0 Maintenance of Records: Copies of written complaints and accompanying responses and documentation will be maintained in the USADSF for perpetuity including Committee's recommendations and President's responses to the recommendations.