



Highland Park Giants Hockey Association Whistleblower Policy

Overview

The Highland Park Giants Hockey Association requires directors, officers and any other organizational representative to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Highland Park Giants Hockey Association, 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 organizational members and others to raise serious concerns internally so that the organization can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, coaches and volunteers to report concerns about violations of the organization's code of ethics or suspected violations of laws or regulations that govern the organization's operations.

No Retaliation

It is contrary to the values of Highland Park Giants Hockey for anyone to retaliate against any member of the program, board member, officer, coach or volunteer who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud or suspected violation of any regulation governing the operations of the organization. Any organizational representative who retaliates against someone who has reported a violation in good faith is subject to discipline – up to and including removal from the program.

Reporting Procedure

The Highland Park Giants Hockey Association has an open door policy, and suggests that organizational representatives and members share their questions, concerns, suggestions or complaints with their team manager. If you are not comfortable speaking with your team manager or are not satisfied with your manager's response, you are encouraged to speak with the chairman of the Rules and Ethics Committee or a board member. Team managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the chairman of the Rules and Ethics Committee, who has the responsibility to investigate all reported complaints. Members and representatives with concerns or complaints may also submit their concerns in writing directly to the president, vice president or chairman of the Rules and Ethics Committee of the Highland Park Giants Hockey Association.

Chairman of the Rules and Ethics Committee (Compliance Officer)

The chairman of the Rules and Ethics Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The compliance officer will advise the president and/or board of directors of all complaints and their resolution, and will report at least annually to the treasurer about compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The compliance officer shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices and internal controls, 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 that 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 Highland Park Giants Hockey Association's Rules and Ethics Committee chairman 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.

Reservation of Rights

The Board of Directors of the Highland Park Giants Hockey Association reserves the right to, and may, in its sole discretion, amend, modify, discontinue, repeal or terminate all or any portion of this Whistleblower Policy at any time.

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Adopted January 2017