



Woodland Soccer Club  
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**Subject: whistleblower policy**

Woodland Soccer Club requires directors, parents, volunteers, coaches and contracted employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Contracted employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of this Policy are to establish policies and procedures for:

1. The submission of concerns regarding questionable accounting or auditing matters by contracted employees, directors, officers, and other stakeholders of Woodland SC, on a confidential and anonymous basis.
2. The receipt, retention, and treatment of complaints received by Woodland SC regarding accounting, internal controls, or auditing matters.
3. The protection of Board members, directors, volunteers and contracted employees reporting concerns from retaliatory actions.

**Reporting Responsibility**

Each board member, director, volunteer, and contracted employee has an obligation to report in accordance with this Whistleblower Policy questionable or improper accounting or auditing matters.

**Authority of Audit Committee**

All reported concerns will be forwarded to the Woodland SC Executive Board in accordance with the procedures set forth herein. The Executive Board shall be responsible for investigating, and making appropriate recommendations with respect to all reported concerns.

**No Retaliation**

This Policy is intended to encourage and enable directors, volunteers, and contracted employees to raise concerns for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a

volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

### **Reporting Concerns**

Directors, volunteers, and contracted employees (coaches, coordinators, etc) should submit concerns verbally or in writing directly to the Woodland SC Executive board.

### **Handling of Reported Violations**

The Woodland SC Exec Board shall address all reported concerns and shall immediately (within five business days, if possible). All reported concerns will be promptly investigated by the Executive Board, and appropriate corrective action will be recommended by the Executive Board, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern. The Executive Board has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the reported concern.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.