

MINNEAPOLIS AREA YOUTH LACROSSE ASSOCIATION WHISTLEBLOWER POLICY

1. Purpose.

Minneapolis Area Youth Lacrosse Association (“MAYLA”) requires members of the board of directors of MAYLA (the “Board”), members of committees of the Board, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulatory requirements and to cause MAYLA to comply with all applicable laws and regulatory requirements.

2. Reporting Responsibility.

MAYLA seeks to have an “Open Door Policy” and encourages Board members, committee members, employees, and volunteers to share their questions, concerns, suggestions, or complaints regarding the actions and activities of MAYLA and its operations with someone who can address them properly. Complaints regarding the actions and activities of MAYLA, or the actions of Board members, committee members, employees, and volunteers acting on behalf of or to the detriment of MAYLA, that are in violation of or could reasonably be expected to result in a violation of applicable laws or regulations should be submitted in writing to the Executive Director and the Director of Administration. If it would be inappropriate to make the report to either or both such persons, the complaint should be submitted to the Secretary of the Board or to legal counsel for MAYLA.

3. No Retaliation.

No Board member, committee member, employee, or volunteer who in good faith reports a violation of a law or regulation shall suffer harassment, retaliation, or adverse employment consequence as a result of making such report; but such protection is available only to employees who actually report the alleged unlawful activity, policy, or practice to the appropriate person described in Section 2 above. Any employee or Board member who retaliates against someone who has reported a violation in good faith and in accordance with the terms of this Policy is subject to discipline up to and including termination of employment.

4. Compliance Officer.

The Director of Administration working with the Executive Director of the Board, will act as MAYLA’s compliance officer (“Compliance Officer”). The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations laws or regulations. The Executive Director of the Board or his or her designee will take on the Compliance Officer role if the complaint involves the Director of Administration. If the complaint involves both the Director of Administration and the Executive Director of the Board, the Secretary of the Board together with another member of the Board not involved in the complaint working with outside legal counsel will carry out the functions of the Compliance Officer.

5. Accounting and Auditing Matters.

The Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved.

6. Requirement of Good Faith.

Anyone filing a complaint concerning a violation or suspected violation of applicable law or regulation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any employee or Board member who makes allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false is subject to discipline up to and including termination of employment.

7. Confidentiality.

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

8. Handling of Reported Violations.

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by delivering or sending a letter or e-mail to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

By: _____

Name: _____

Date: _____