

WHISTLE BLOWER GRIEVANCE POLICY

Disabled Athlete Sports Association: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under the policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those allegations that are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons to make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's Executive Director or Chairman of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to a member of the Executive Board Committee. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.
4. **Timeline.** Reports will be investigated by the Executive Director and Board of Directors, by interviewing both parties. A resultant report will follow no later than 75 days from the grievance report being filed.