

Special Olympics Delaware Whistleblower Protection Policy March 2022

Special Olympics Delaware (SODE) requires directors, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the SODE, 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 employees and others to raise credible concerns internally so that SODE can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees, and volunteers to report concerns about violations of suspected violations of law or regulations that govern SODE's operations.

No Retaliation

There shall be no retaliation against any board member, employee, or volunteer who in good faith reports a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SODE. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

SODE has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their Director. If you are not comfortable speaking with any of the Directors or you are not satisfied with their response, you are encouraged to speak with the Board President. Employees with concerns or complaints may also submit their concerns in writing directly to the Board President.

Compliance Officer

The CEO or the Board President if the CEO is the subject of the complaint, will function as the Compliance Officer and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Compliance Officer shall immediately notify the Treasurer of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the Treasurer 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 which 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. The Whistleblower protection laws do not entitle employees to violate a confidential privilege of SODE (such as the attorney-client privilege) or improperly disclose trade secret information.

Handling of Reported Violations

The Compliance Officer 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.

Compliance Officer Contact Information

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