

Tennessee Tennis Patrons Foundation
Whistleblower Policy

General

The foundation expects all directors, officers, volunteers, contractors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, volunteers, contractors, and employees to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer, volunteer, contractor or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the association prior to seeking resolution outside the foundation.

Reporting Violations

All reports of dishonest and unethical conduct should be reported to the chair of the board of directors or any member of the board of directors.

Compliance Officer

The chair of the board of directors is the compliance officer.

Accounting and Auditing Matters

As directed and formulated by the chair of the board of directors, the audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The board chair shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a matter of dishonest or misconduct must be acting in good faith and have reasonable grounds for believing the information disclosed. Any allegations that prove to be unsubstantiated 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 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.

Handling of Reported Violations

The board chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted this date: April 9, 2014 Tennessee Tennis Patrons Foundation

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