Whistleblower Policy

Reporting Responsibility
The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that USA Cycling can address and correct inappropriate conduct and actions. It is the responsibility of all directors, officers and employees to report concerns about violations of USA Cycling’s Principles of Ethical Conduct and Conflict of Interest Policy, and USA Cycling’s Code of Conduct, or suspected violations of law or regulations that govern USA Cycling’s operations.

No Retaliation
No director, officer or employee who in good faith reports a violation of the Code 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.

Reporting Violations
USA Cycling encourages and empowers employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Human Resource Manager or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the USA Cycling’s Risk Protection Manager, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization’s open door policy, individuals should contact USA Cycling’s Compliance Officer directly by emailing compliance@usacycling.org.

Compliance Officer
The USA Cycling’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Chief Executive Officer and/or the Finance/Audit committee. The Compliance Officer has direct access to the Finance/Audit committee of the board of directors and is required to report to the Finance/Audit committee at least annually on compliance activity. USA Cycling’s Compliance Officer is the chair of the Finance/Audit committee. He or she can be reached directly at compliance@usacycling.org.

Accounting and Auditing Matters
The Finance/Audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer 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 violation or suspected violation USAC policies
and/or Code of Conduct 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 or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential as practicable, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations
Dependent on the nature of the policy or code violation, the Human Resource Manager, Risk Manager or Compliance Officer will notify the sender and acknowledge receipt within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.