

South Pasadena Tiger Booster Club, Inc. (“Booster Club”)

**Whistleblower Policy**

- Purpose*** The purpose of this policy is to encourage persons with credible information on illegal practices or violations of adopted policies of this organization (“Concerns”) to raise such Concerns with designated officers and directors of the Booster Club board, identified below, and to protect such individuals from retaliation.
- Policy*** Booster Club is committed to maintaining an environment where people are free to raise good faith Concerns and provide truthful information in connection with any inquiry or investigation by the Booster Club. The Booster Club expressly prohibits any forms of retaliation, including harassment, intimidation, or other adverse action, for reporting information in accordance with this Policy. Any individual within the Booster Club who retaliates against a protected person who has reported a Concern in good faith, or who has in good faith cooperated in the investigation of a Concern, is subject to discipline, including termination of employment, volunteer status, or membership.
- Scope*** This policy applies to all persons working for the Booster Club, whether on a paid or voluntary basis, including all officers, directors, employees, contractors, and volunteers.
- Protected Persons*** Anyone reporting a Concern or providing information in the investigation of a Concern must act in good faith, and have reasonable grounds for believing that an illegal practice or violation of an adopted policy of this organization has occurred. Any person who believes that he or she is the subject of any type of retaliation for such participation should immediately report the same as a Concern regarding this Policy. Allegations made in bad faith may result in disciplinary actions, including termination of employment, volunteer status, or membership.
- Procedure*** Concerns should be reported to the then-acting President of the Booster Club, its Auditor or any Vice-President. The Booster Club shall investigate the report of a Concern and prepare a written summary of the investigation to the Board of Directors. The Booster Club, in receiving and investigating a report of a Concern and in obtaining additional information shall endeavor to protect the confidentiality of all protected persons, except as required by law or to enable the Booster Club, or law enforcement, to conduct an investigation.
- Allegations*** The Booster Club encourages any one reporting a Concern to identify him or herself when making a report, in order to facilitate the investigation of the Concern. If a report is anonymous, the Booster Club still will explore the Concern to the extent it is possible considering the limitations on the investigation created anonymously.

Adopted 21 October 2014

*The Booster Club reserves the right to modify or amend this policy at any time.*