



Whistle-Blower Policy

General

The objectives of this Policy are to establish policies and procedures for the following:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, volunteers, and other stakeholders of the **Swiss Club of Chicago** (the “organization”), on a confidential and anonymous basis;
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters; and
- The protection of directors, volunteers, and employees reporting concerns from retaliatory actions.

Reporting Responsibility

Each director, volunteer, and employee of the organization has an obligation to report in accordance with this whistle-blower policy questionable or improper accounting or auditing matters or crimes involving acts towards or against volunteers, employees or independent contractors of the organization.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the code. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense. It may also result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

All reported concerns will be forwarded to the Board or audit committee (if any).

No Retaliation

This whistle-blower policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the organization for investigation and appropriate



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action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Encouragement of Reporting

The organization encourages complaints, reports, or inquiries about illegal practices or serious violations of internal policies or procedures or improper conduct or dealings, including illegal or improper conduct by the organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the organization has existing complaint mechanisms should be addressed under those mechanisms, if and as established from time to time, such as raising matters of alleged discrimination or harassment through the organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Employees or Contractors

Employees or independent contractors should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid, the individual should report the concern to the Executive Director (if any) or employee or functionary in charge of human resources (if any) or to a board member. However, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report his or her concern directly to the executive director, human resources director or board member. In addition, suspected fraud should be reported directly to the chair of the audit committee (if any) or to the President.

If concerns are raised verbally to the executive director (if any), human resources director (if any), or member of the board, that functionary (e.g. executive director, board member, etc...) shall reduce the concern to writing. Such writing shall be promptly reported to the chair of the audit committee (if any) or President of the organization, who shall have specific and exclusive responsibility to investigate all concerns. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the chair of the audit committee (if any) or to the President.

Directors and Other Volunteers



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Directors and other volunteers should submit concerns in writing directly to the chair of the audit committee (if any) or raise matters to the President.

Handling of Reported Violations

The audit committee (if any) or the board shall address all reported concerns. The chair of the audit committee (if any) or the President shall immediately notify the audit committee (if any), the President, and other non-implicated officers of any such report. The chair of the audit committee (if any) or the President will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns. All reports will be promptly investigated by the audit committee (if any) or the board, and appropriate corrective action will be recommended to the board of directors, if warranted by the investigation.

The audit committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

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