

USAD Speak Up Policy

Overview

USA Diving Inc (USAD) has developed this policy to encourage directors, officers, employees, contractors, volunteers, and other individuals who are associated with the organization to raise ethical and legal concerns. As individuals associated with USAD, we must comply with the Code of Conduct and practice honesty and integrity in fulfilling our responsibilities to our athletes, professionals, and clubs.

Why is this important?

Hopefully it goes without saying, but each of us has a responsibility to raise any concerns about ethical and legal issues that might affect USAD or its athletes and members. Issues and problems cannot be addressed if we do not know about them. By bringing a concern to our attention, we can investigate and address the potential issue before it's too late. Remaining silent, however, may erode the trust that everyone – both those associated with USAD and the public – has in the organization.

What is required of me?

Every individual associated with USAD, including but not limited to athletes, directors, officers, employees, members, committee members, task force members, hearing panel members, contractors, and volunteers, must report a violation or suspected violation of:

- USAD' Code of Conduct
- USAD SafeSport obligations
- Any law or regulation that applies to USAD
- Any USAD policy or procedure
- United States Olympic & Paralympic Committee (USOPC) Bylaws
- The Ted Stevens Act
- Moral or ethical standards that affect the organization, its people, or its athletes

If you're ever in doubt about whether you should report something or not, it is always better to bring your concern to our attention. Please note, however, that this policy does not cover (1) complaints about employment, including complaints about suspected harassment or discrimination in employment, which should be addressed through the procedures outlined in the Employee Handbook; or (2) reports of violations or suspected violations of USAD' SafeSport Policy, which should be reported as stated in that policy.

How do I report?

USAD has an open-door policy and encourages employees and other individuals to share their good faith questions, concerns, suggestions, or complaints with the President. Employees may also submit reports anonymously by calling the hotline (317) 947-4890 or sending an email to reporting@usadiving.org. Members of management must report suspected violations to the Chair of the Ethics Committee, who will coordinate an investigation of the suspected violation.

A person acts in “good faith” when he or she has reasonable grounds to believe the information disclosed indicates a violation, legal, or ethical concern. Reports may be made in good faith even if they are ultimately not substantiated. Any person who acts maliciously, makes a report that is knowingly false, or otherwise acts without good faith will be appropriately disciplined, up to and including termination of employment or other relationship with USAD.

What happens when I report?

The Chair of the Ethics Committee will promptly refer matter to the Ethics Committee for investigation and resolution. The person or persons who are accused of a violation will be notified of the report, although USAD will make all reasonable efforts to not disclose the identity of the reporting person unless necessary (see below). The Ethics Committee will determine whether a violation occurred. The Chair of the Ethics Committee will inform both the individual who made the report and the accused of the result of the investigation, and will issue appropriate corrective action, if necessary.

Confidentiality

Reports will be kept as confidential as practicable, consistent with the need to conduct an adequate and appropriate investigation. The reporting person can help keep his or her identity and the content of the report confidential by not disclosing or discussing the report with anyone else.

No retaliation

“Retaliation” means taking an adverse action against someone because he or she engaged in a certain type of activity. USAD prohibits and will not retaliate against any individual who makes a good faith report under this policy. Any employee who retaliates is subject to discipline, up to and including termination of employment. USAD will evaluate and possibly terminate its relationship with non-employee who retaliates against an individual who makes a good faith report.

Individuals who are designated to receive reports:

Chair of Ethics Committee

President of USA Diving