

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION FOUNDATION WHISTLEBLOWER POLICY

The National Strength and Conditioning Association Foundation (NSCAF) requires that Directors, Officers, committee members, and employees of the National Strength and Conditioning Association (NSCA) acting as administrators of the NSCAF, observe high standards of conduct in performing their duties and responsibilities. It is the responsibility of all persons who serve the NSCAF as Directors, Officers, committee members, or employees of the NSCA to report suspected inappropriate, unethical, or illegal conduct. This includes violations of any Bylaw, policy or procedure of the NSCAF involving such misconduct, or any violation of applicable laws or regulations (any of which are referred to in this Whistleblower Policy as a “suspected violation”) in accordance with this Whistleblower Policy. Therefore, this Whistleblower Policy is intended to encourage and enable such persons to raise concerns within the NSCAF.

The following procedures are adopted by the NSCAF with the intent to discover, investigate, and respond to suspected violations. These procedures are also designed to protect persons who report suspected violations within the NSCAF from retaliation.

A. Reporting Suspected Violations.

1. If the person reporting the suspected violation is an employee of the NSCA:
 - a. The employee should report the suspected violation to the NSCA’s Executive Director.
 - b. If, for any reason, the employee is uncomfortable reporting to the Executive Director, or if the person who is subject of the suspected violation is the Executive Director, the suspected violation should be reported to the NSCAF’s President.
2. If the person reporting the suspected violation is a Director, Officer, or committee member of the NSCAF:
 - a. The suspected violation should be reported to the NSCA’s Executive Director if the person who is the subject of the suspected violation is an employee of the NSCA. However, if the person who is the subject of the suspected violation is the NSCA’s Executive Director, the suspected violation should be reported to the NSCAF’s President.
 - b. The suspected violation should be reported to the NSCAF’s President if the person who is the subject of the suspected violation is a Director, Officer, or committee member of the NSCAF. However, if the person who is the subject of the suspected violation is the President, the suspected violation should be reported to the NSCAF Vice President.
3. Notwithstanding the foregoing, the person reporting the suspected violation may report the suspected violation to NSCAF’s legal counsel.
4. The report should be made without regard to the identity or position of the suspected offender and may be made anonymously. Because failure to report inappropriate activity can be understood to condone the activity, emphasis is made upon the importance of

reporting suspected violations. Reports made to spread falsehoods or threaten others, or with the intent to damage another person's reputation, are violations within themselves.

- B. Responding to Reports.** All reports of suspected violations will be taken seriously. All reports received under this Whistleblower Policy will be investigated promptly. The report of the suspected violation may be referred to the NSCAF Board of Directors for handling or a separate internal investigation may be conducted under this Whistleblower Policy. To the extent practical and appropriate under the circumstances, the identities of individuals who report suspected violations and who participate in the investigation will be kept confidential. All Directors, Officers, committee members, and employees of the NSCA are required to cooperate with the investigation, to respond accurately, completely, and promptly to requests for information, and to preserve records that may be related to the investigation. If a government agency or other third party has initiated an audit or investigation, all requests for information will be coordinated by NSCAF's legal counsel.
- C. Responding to Violations.** If, after completing an investigation, the NSCAF determines that a violation has occurred, appropriate action will be taken to respond to and correct such conduct. Appropriate action may include disciplinary action, up to and including removal as a Director, Officer, or as a committee member, implementing procedural or organizational changes to reduce the possibility of a recurrence of such conduct, or notifying the appropriate governmental agency. If the violation involves an employee of the NSCA, determination of disciplinary action will be the responsibility of the NSCA Executive Director in consultation with the NSCAF President. If the violation involves the NSCA Executive Director, determination of disciplinary action will be the responsibility of the NSCA Board of Directors in consultation with the NSCAF President.
- D. Retaliation Prohibited.** No Director, Officer, committee member, or NSCA employee who in good faith reports a suspected violation shall suffer harassment, retaliation or, in the case of an employee, adverse employment consequence. No retaliation or adverse action will be taken against any individual who (a) reports a suspected violation in good faith, even if the report is unfounded or mistaken, or (b) helps to investigate or resolve a suspected violation. Retaliation, in any form, against such an individual is itself a serious violation and must be reported immediately. The right to protection against retaliation does not include immunity from discipline for any personal wrongdoing that is investigated and found to be a violation.
- E. Disciplinary Action.** Persons who engage in violations—whether by improper acts or failures to act, condoning or failing to report a suspected violation or failures by others to report a suspected violation, or retaliation against any individual who reported or cooperated in an investigation of a suspected violation—are subject to disciplinary action up to and including termination of employment or removal from one's office or position for cause.

Depending on the nature of the violation and the position or capacity in which the person who committed the violation serves, disciplinary action may be taken under the NSCAF Bylaws, policies or procedures of the NSCAF, applicable personnel policies and procedures of the NSCA, or applicable law, as appropriate. In considering what discipline is appropriate, the NSCAF will treat with appropriate leniency persons who come forward to report their own violations.

- F. Good Faith.** Anyone filing a complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicated 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.

- G. Confidentiality.** Suspected violations may be submitted anonymously. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct a fair and adequate investigation, and taking into consideration any right of the person accused of a suspected violation to be informed of the charges and to have a fair opportunity to respond.