

USA National Karate-do Federation



NATIONAL
KARATE-DO
FEDERATION

Whistleblower Policy

Version 4.0 – March 2022



Whistleblower Policy

1. Purpose

This Whistleblower Policy (the “Policy”) is intended to support a strong culture of integrity and ethical conduct within the USA National Karate-do Federation (USA-NKF) by encouraging, valuing, and protecting good faith reporting by athletes, directors, officers, employees, contractors, members, committee members, task force members, hearing panel members, and volunteers (“Affiliated Individuals”) of USA-NKF of any alleged violation of any applicable law or policy or any potential ethics issue.

The freedom to speak up means being able to raise concerns in whatever way is most comfortable and effective and feeling free to cooperate in investigations that follow. It also means that USA-NKF has zero tolerance for retaliation of any kind against people who speak up in good faith.

2. Violations Covered by this Policy

This Policy is for use where there may be a violation of:

- any applicable state or federal law, rule or regulation
- any USA-NKF Policy
- Any USA-NKF Bylaw
- Any USOPC Bylaw
- Ted Stevens Amateur Sports Act
- principles of ethics
- accounting or financial practices (e.g., fraud)

If an Affiliated Individual is unsure about whether a matter might be a policy violation or is unsure about their reporting responsibility for a particular type of matter, please start by reviewing the policy involved. USA-NKF staff should refer to the governance documents on USANKF website <https://www.teamusa.org/usa-karate/about-us/governance-documents> or reach out to Ethics Committee Chair or USA-NKF Chief Executive Officer for more information.

Also, keep in mind that some violations **must** be reported. Specifically, please be familiar with the requirements in the USA-NKF Participant Safety Handbook, USA-NKF Minor Athletes and Officials Abuse Prevention Policies and the SafeSport Code. And of course, if an Affiliated Individual suspects any criminal activity against a person or property, they should report this directly to law enforcement immediately.

Nothing in this Policy changes or replaces any mandatory reporting obligations under the SafeSport Code for the Olympic and Paralympic Movements – talk to Ethics Committee Chair or USA-NKF Chief Executive Officer if you have any questions about those obligations.

3. Reporting

No Retaliation

USA-NKF has an open-door policy and encourages Affiliated Individuals to share questions, concerns, suggestions, or complaints in the way and to the people with which they are most



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comfortable. This means Affiliated Individuals have options for how to report any concern about a potential ethical, policy, financial or legal violation.

USA-NKF has zero tolerance for retaliation against a person who makes good faith reports of potential ethical, policy, financial or legal violations, or who cooperate with investigations of those reports. That means no Affiliated Individual may threaten, harass, discriminate against, or take any negative employment (where applicable) or participation related action (e.g., discharge, demotion, suspension, non-assignment, negative review) on that basis.

Any such retaliation can be reported as described above in the same way as any other policy violation. It will be treated as a violation this Policy and USA-NKF's Code of Conduct and may lead to serious consequences including termination of employment or participation for anyone involved in retaliation.

How to Report

USA-NKF also has an online reporting system at USAKarateEthics.com and an Ethics Hotline at 844-598-1865. Both systems provide the ability for anonymous reporting and create an entry into the NavEx Global EthicsPoint System.

Affiliated Individuals may always report to an USA-NKF staff member or their supervisor (if applicable). Or, the Affiliated Individual can make a report to the Ethics Committee or Chief Executive Officer. These are people who can also discuss the concern and help make sure it is addressed. Affiliated Individuals can also make reports to the Chair of Ethics Committee, Chief Executive Officer, or Board members. Once a report is received it will be entered into the NavEx Global EthicsPoint system for tracking and resolution by using the USAKarateEthics.com website.

Please remember that as a reporter, Affiliated Individuals do not need to (and should not) investigate the matter of concern or determine fault or how to fix it. The Affiliated Individual does his or her part by making it known so the right people can take action. Investigations of reports are discussed below.

Acting in Good Faith

Just as we need to make sure that no one in our community is fearful of speaking up, we also need to make sure that no one in our community is fearful about false reports that might harm them.

With that in mind, anyone reporting a perceived ethical, policy, financial, or legal violation must be acting in good faith and have some basis for believing there may be a violation. Anyone that makes a false report knowing that it is false or that it has no basis is violating this Policy and the USA-NKF Code of Conduct in the same way as someone retaliating against a good faith reporter. Such a violation may itself be reported under this Policy and it may lead to serious consequences, including termination of employment or participation.

4. Investigation

Once a report is made in one of the ways described above, The Ethics Committee is responsible for determining if there is potential violation. Based on the complaint the appropriate committee or organization will be notified of the complaint for adjudication. If the



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complaint is internal to USA Karate it will follow the Complaint and Hearing Procedures to ensure that the complaint is review by a disinterested, fair and unbiased panel. External issues could be refered to the US Olympic and Paralympic Committee, U.S. Center for SafeSport, US Anti-Doping Agency or Law Enforcement. In all cases, USA-NKF is committed to ensuring that no good faith report goes unheard or ignored.

The Ethics Committee Chair and Chief Executive Officer are responsible for coordinating among these people so that reporters can be confident that reported concerns get to the people best positioned to act on them.

5. Confidentiality

In many cases, a reported matter will need investigation in order to reach the right resolution. Cooperation as a reporter or otherwise may be very helpful and much appreciated. Reports will be treated as confidentially as possible; some information may have to be disclosed to certain parties in order to conduct a thorough investigation, to comply with the law, and to provide accused individuals access to due process.

If a matter is reported anonymously and the reporter chooses to remain anonymous as it is investigated, USA-NKF will respect that.

6. Follow Up

If an Affiliated Individual reports an alleged violation of ethics, USA-NKF policy, or applicable laws, USA-NKF will report back to the Affiliated Individual on the progress and investigation results as appropriate. And of course, the Affiliated Individual is always free to follow up to learn more from the person they reported to. Confidentiality and legal obligations may affect the details available.

If the investigation of a report that was made in good faith is not to the satisfaction of the reporter, then the reporter may report that, too.

Thank you for helping to ensure that USA-NKF is a safe zone for speaking up in good faith on important matters.

7. Policy Owner

USA Karate's Ethics Committee and CEO will own this policy and the enforcement of the Policy. Questions about the policy and it's enforcement can be directed via email to ethics@usankf.org