

SARBANES-OXLEY COMPLIANCE

It is the expressed expectation that WYSA will comply with the provisions of the Sarbanes-Oxley Act as applicable to non/not-for-profit corporations. To that end, the WYSA has adopted the following policies:

DOCUMENT RETENTION POLICY

In the normal course of business it is expected that documents will be routinely discarded according to an orderly and lawful retention schedule and this practice will continue. However, it is the policy of WYSA that there will be no destruction, alteration or mutilation of documents when the association knows or suspects that there will be a federal investigation of the association or a policy or program of the association. This policy is applicable to the staff of the WYSA Business Office and all volunteers involved in the administration of programs and services on behalf of the association.

WHISTLEBLOWER PROTECTION POLICY

It is the policy of WYSA that there will be no instances of retaliation against individuals (employees, volunteers or members) who have complained to the federal government about the commission or possible commission of federal offenses by the association or the association's leadership. Retaliation is defined as adverse job actions such as termination, denial of bonus, reduction in salary, transfer to a lower position, suspension, threats or subtler forms of harassment.

Possible violators can be co-workers, supervisors, board members, members or other volunteers.

Any known instances of violation of these policies should be immediately reported to the Executive Director or WYSA President so that appropriate corrective action may be taken. All information related to a complaint and the subsequent investigation of the complaint will be kept confidential to the maximum extent possible. This means all persons involved will share such information only with those who have a need to know.

WYSA prohibits any retaliation to be taken towards anyone who makes a complaint or participates in an investigation conducted pursuant to this policy. Employees who feel that they have been retaliated against for reporting a violation, or for participating in an investigation conducted pursuant to this policy, should report the conduct which they believe to be retaliatory to the Executive Director or WYSA President.