

Visit Salt Lake Whistleblower Policy

General

As described in the Travel, Entertainment and Expense Policy, Conflict of Interest Policy, and Employee Handbook of the Salt Lake Convention & Visitors Bureau (the “Bureau”), the Bureau requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Bureau, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all trustees, officers and employees to comply with the Bureau’s policies and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No trustee, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences from reporting such violation. A trustee, officer or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Bureau prior to seeking resolution outside the Bureau.

Reporting Violations

The Bureau has an open door policy and suggests that trustees, officers and employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if one is uncomfortable speaking with his or her supervisor or not satisfied with the supervisor’s response, those reporting such concerns are encouraged to speak with someone in the Bureau’s Human Resources Department or any vice president or officer of the Bureau whom the reporting individual is comfortable in approaching. Officers are required to report suspected violations of the Bureau’s policies to the Chief Executive Officer, or, in the event the violation pertains to the Chief Executive Officer, to the Bureau’s Board Chair, who will then have responsibility to investigate all reported violations. For suspected fraud, or when the reporting individual is not satisfied or uncomfortable following the Bureau’s open door policy, he or she should contact the Bureau’s Board Chair directly.

Bureau’s Chair

Members of the Bureau’s Executive Committee are elected by the Bureau’s Board, and consist of the Chair, the Past Chair, and Chair-elect as well as the Corporate Secretary. The Chair is

responsible for investigating and resolving all reported complaints and allegations concerning violations of this Whistleblower Policy which involve the Chief Executive Officer. In his or her discretion, the Chair shall advise the Bureau's Finance/Audit Committee.

Accounting and Auditing Matters

The Finance/Audit Committee of the Bureau shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Chair shall immediately notify the Finance/Audit Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of Bureau policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Bureau policy or is otherwise jeopardizing the Bureau. Any allegations that prove not to be substantiated and which have clearly been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Chief Executive Officer, or the Chair in a situation involving a reported violation by the Chief Executive officer, will respond to the person filing a complaint with an acknowledgement of receipt of the reported violation or suspected violation within five business days unless the complaint is submitted on an anonymous basis. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Executive Committee

Finance/Audit Committee

Bureau Management Staff