

## CHAPTER II - BUSINESS MANAGEMENT

### B. EMPLOYEES AND CONSULTANTS

#### Participation of Tournament Directors in Election of District Directors and Alternates (792-21)

Salaried employees of the ACBL are prohibited from campaigning for or against a candidate in the election of District Directors and Alternate District Directors. Nothing herein shall be deemed to deprive such employee of his right to vote.

#### Employment of Elected Officials (822-11) (972-40)

The ACBL shall not engage for compensation, in any capacity whatever, any individual who himself or herself is a member of the Board of Directors of the American Contract Bridge League or a candidate for such position.

#### Educational Assistance Policy for ACBL Employees (853-29)

After three months of employment, employees shall be eligible to apply for educational assistance (covering tuition and books for approved courses taken) up to an amount of \$300.00 per semester (changed to \$700 per semester or \$525 per quarter by management), provided the courses will assist the employee in the performance of his/her present job, or are related to the employee's potential development in the ACBL.

#### Medical Coverage of Retired Employees (863-23A)

Supplemental medical coverage for current retired ACBL employees shall be continued as long as the retiree lives.

On June 13, 1991, the Executive Committee met via conference call and took the following actions:

- D. The following statement shall be included in all future employment agreements and in the ACBL Employee Handbook:

Employees acknowledge that any of the Employee benefits provided, including but not limited to health insurance, pension benefits, etc., are not guaranteed to continue through the duration of his/her employment with ACBL. ACBL reserves the right, in the future, to modify or eliminate any of said benefits in its sole discretion. Any benefits provided by ACBL shall not be considered to be a vested right or condition of employment.

### Employee Health Benefits (933-22)

- A. Effective January 1, 1994, the current Premium Only "POP" Cafeteria Plan will be expanded to include dependent care and medical reimbursement accounts.
- B. On or before January 1, 1995, the Cafeteria Plan will be expanded to a Credit-Based Flex Plan. The implementation date for the Credit-Based Flex Plan should be delayed until the 1993-94 Plan Year Claims Experience Rating is available.
- C. The initial dollar amount of credits offered by the ACBL under the Credit-Based Flex Plan should approximate the dollar amount required to offer those same benefits under the current ACBL Employee Benefit Package. The dollar amount allocated for credits in future years will be adjusted giving consideration to increases in cost of living. Final determination of the dollar amount will be as recommended by the Finance Committee with the approval of the Board of Directors.
- D. Management is instructed to examine all other existing employee benefits, not currently included in the Cafeteria Plan, with the goal of placing as many benefits as possible in the Credit-Based Flex Plan which becomes effective on or before January 1, 1995.

### Conflict of Interest Policy (961-10)

The Employee Conflict of Interest Policy is approved as follows:

An employee may not engage in any activities, nor accept paid employment or compensation from any entity that is either (1) a subdivision of ACBL, (2) another bridge organization, (3) a competitor, or (4) a provider of services to ACBL, a subdivision or another bridge organization without first obtaining written permission from ACBL CEO. Any request must be in writing, including a description of the activity and the duties for this entity, the amount of time needed to perform the functions and the term of involvement.

Should an ACBL employee or consultant act contrary to the general guideline expressed in this conflict of interest policy, then it may cause the dismissal of that employee or consultant without any compensation. Furthermore, the person(s) involved may be subject to further penalty and legal action if warranted.

### Reduce cost of Retiree Health Care (963-200)

Group #1 is the current retirees, for whom there was only one change from current practices. The change is that we will cap the ACBL contribution to their Medicare supplement to the current percentage the ACBL is now paying.

- 1. Will remain 100% vested in Medicare supplement, regular ACBL health and dental coverages. Applies to all retirees, including those who elected early retirement.
- 2. Dental coverage will continue.

Group #4 is all new hires after September 10, 1996 and anyone who retires after January 1, 2000.

1. Everyone in this group must have 20 years of service to earn retiree health care benefits. This benefit is the contribution ACBL makes to the retirees Medicare supplement. There is no dental.
2. ACBL will contribute 50% of the cost of the Medicare supplement for this group.

Both in the plan documents and the Employee Handbook, wording will be inserted that Management has the right to change any non-guaranteed benefits at any time.@

#### Jane Johnson Award (003-)

By unanimous vote the ACBL Board of Directors established the following awards to honor Jane Johnson, long-time and much-respected manager of the ACBL Club Department.

1. Jane Johnson employee award - to be given to an ACBL employee who exemplifies extraordinary care and concern for our members.

#### Distinguished Employee Award (043-47)

An award shall be established to recognize contributions that are made by an employee that dramatically change the nature of the Game or the way the League functions. This award shall be called the Distinguished Employee Award. Management, through the CEO shall recommend to the Board for approval the name of such employee when it deems it appropriate. A plaque designating this award shall be designed and included in a position of honor, a story about the recipient shall appear in the *Bridge Bulletin*. The recipient of this award shall receive a plaque and a remembrance of management's selection not to exceed \$2,500 in value.

#### Defined Pension Plan Option (053-34)

The ACBL will not offer defined pension plan option to newly hired employees .

#### Whistleblower Policy (091-11)

The following "Whistleblower" policy is approved.

### **ACBL Whistleblower Policy**

#### **General**

The ACBL requires directors, 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 ACBL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws, regulations and internal regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence or adverse consequence to the position the director or officer holds. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from office or position. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within ACBL prior to seeking resolution outside ACBL.

### **Reporting Violations**

ACBL has an open door policy and suggests that 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. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, however, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the ACBL's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations, or to the Human Resources Manager who must notify the Compliance Officer. For suspected fraud, or when you are not satisfied or uncomfortable with following ACBL's open door policy, individuals should contact ACBL's Compliance Officer directly. When appropriate, the Compliance Officer will notify the Human Resources Manager of reported violations.

### **Compliance Officer**

The ACBL's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Chief Executive Officer and/or the Audit Committee. In conducting such investigations, the Compliance Officer shall, where appropriate, seek the assistance of the Human Resources Manager or other ACBL personnel. The Compliance Officer has direct access to the Audit Committee of the Board of Directors and is required to report to the Audit Committee at least annually on compliance activity. The ACBL's Compliance Officer is the League Counsel of the ACBL.

### **Accounting and Auditing Matters**

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee or, in the alternative, when a conflict exists the President of the ACBL of any such complaint and work with the Committee until the matter is resolved. Directors, officers and employees may also report any concerns in these areas directly to the Chair of the Audit Committee.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates 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.

### **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 Compliance Officer or the Human Resources Manager will notify the sender, if known, and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If appropriate, the sender will be apprised of the outcome of the investigation. If, after a reasonable period of time the sender believes appropriate action has not been taken by the party to whom the violation was originally reported, he or she may submit another report to one of the other parties listed below.

### **ACBL Management Staff**

Human Resources Manager  
Brenda Atwill  
2990 Airways Blvd.  
Memphis, TN 38116  
901-332-5586, ext. 1335  
Fax 901-398-7754  
[Brenda.atwill@acbl.org](mailto:Brenda.atwill@acbl.org)

### **Compliance Officer:**

Peter Rank, Esq.  
501 East Avenida Granada  
Palm Springs, CA 92264  
760-327-8899  
Fax: 760-322-2214  
[prank@ranklaw.net](mailto:prank@ranklaw.net)

### **Audit Committee Compliance Officer:**

George Retek, Chair  
4444 Sherbrooke St. W, Apt. 306  
Montreal, PQ  
Canada H3Z 1E4

514-934-5625

Fax: 514-731-8782

[bridgeretek@earthlink.net](mailto:bridgeretek@earthlink.net)

Policy Approved by the ACBL Board of Directors on March 12, 2009.