

RMOUG Whistleblower Policy

RMOUG requires directors, officers, volunteers, administrative staff, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of RMOUG, we must practice honesty and integrity in fulfilling our responsibilities and we must comply with all applicable laws and regulations.

Reporting Responsibility

RMOUG encourages complaints, reports, or inquiries about illegal practices or serious violations of RMOUG's policies, including illegal or improper conduct by RMOUG itself, by its leadership, or by others on its behalf. It is the responsibility of all board members, volunteers, and others to report concerns about violations of law or regulations that govern RMOUG's operations.

No Retaliation

This Whistleblower Policy is intended to encourage and enable board members, volunteers, employees, and others to report concerns within RMOUG for investigation and appropriate action. With this goal in mind, no director, volunteer, contract laborer, or employee who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer or anyone else who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position, termination of employment, or termination of a contractual relationship.

Reporting Procedure

Complaints or concerns should be reported in writing to the Executive Director of RMOUG, unless the issue concerns the Executive Director, in which case the report should be made to the President of the Board of Directors of RMOUG. The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

Upon receiving a whistleblower communication, the Executive Director (or alternately the President) will redact all personally identifying information from the report and promptly present the information to the Executive Committee of RMOUG.

The Executive Committee will conduct a prompt, discreet, and objective investigation and report their findings to the Board of Directors. The Executive Director will communicate the results of the investigation back to the complainant.

Complaints or concerns should be reported in writing and mailed or emailed to the Executive Director of RMOUG, P.O. Box 621942, Littleton, CO 80162, email: admin@rmoug.org.

In the event that anyone is uncomfortable or unwilling to follow the procedures above, then the complainant should contact RMOUG's legal counsel, Preston J. Branaugh. Mr Branaugh will advise the complainant, and if necessary, will communicate with the Executive Board of RMOUG directly to submit the complaint. In such extraordinary circumstances, please contact Preston J. Branaugh, Esq. of the Branaugh Law Offices, PC., 8700 Ralston Road, Arvada CO 80002, email: Preston@branaughpc.com.

RMOUG Whistleblower Policy

Acting in Good Faith

Anyone filing a written complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, in bad faith, or are knowingly false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment or a contractual relationship. Such conduct may also give rise to other actions, including civil lawsuit.

Communication

This policy will be communicated to all members of the board of directors and contractors, for their signature, to acknowledge having reviewed it.

Also, this policy will be posted prominently to the RMOUG website, along with other important policy documents for confidentiality, conflict-of-interest, etc.

Confidentiality

Complaints or concerns may be made under this policy on a confidential or anonymous basis. Complaints or concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Staff or volunteers must recognize that RMOUG may not be able to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Statement of Understanding

I have read and understand RMOUG's policy on whistleblowing.

Printed Name: _____

Signature: _____

Date: _____