
Whistleblower Policy

Purpose:

Colorado Canine Rescue (CCR) requires Board members, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Those involved with CCR must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

POLICY

I. Policy Statement

This Whistleblower Policy is intended to encourage and enable employees, volunteers and others to raise serious concerns internally so that CCR can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees and volunteers to report concerns about violations or suspected violations of laws or regulations that govern CCR's operations.

II. Reporting Procedure

CCR has an open-door policy and suggests that those involved with CCR share their questions, concerns, suggestions or complaints with the Board. If the person is not comfortable speaking with an individual Board member or is not satisfied with the response received, the person is encouraged to speak directly with the Board President. Any individual Board member contacted with a complaint is required to report complaints or concerns about suspected ethical and legal violations in writing to the Board President, who has the responsibility to investigate all reported complaints. If the Board President is the subject of the complaint, the matter shall be brought to another Board member.

A. All reports will be promptly investigated and appropriate corrective action, up to and including termination of employment or relinquishment of volunteer duties, will be taken if warranted by the investigation.

III. No Retaliation

It is contrary to the values of CCR for anyone to retaliate against any Board member, officer, employee or volunteer who in good faith reports a violation or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CCR. An employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or relinquishment of volunteer duties.

IV. Responsible Party

CCR's Board President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President will communicate with the Board about all complaints and, if possible, together they will work towards a resolution.

V. Confidentiality

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