

Sno Jets Ski Club

Whistleblower Protection Policy

Approved September 2011

General

The Sno Jets Ski Club (Sno Jets) requires board members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Sno Jets, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable people to raise serious concerns internally so that the Sno Jets can address and correct inappropriate conduct and actions. It is the responsibility of all board members and volunteers to report concerns about violations of law or regulations that govern the Sno Jets' operations.

No Retaliation

It is contrary to the values of the Sno Jets for anyone to retaliate against any board member or volunteer who in good faith reports an ethics 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 the Sno Jets.

Reporting Procedure

The Sno Jets has an open door policy and suggests that people share their questions, concerns, suggestions or complaints with the board. People with concerns or complaints may also submit their concerns in writing directly to a member of the Executive Board.

Acting in Good Faith

Anyone filing a written 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 offense.

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.

Handling of Reported Violations

The Sno Jets' President or Executive Board will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.