

Posted July 2020

Whistleblower Policy

Colorado Field Ornithologists

Revision July 21, 2020

Article I – Purpose

The purposes of this Whistleblower Policy are to assure high standards of business and personal ethics for Colorado Field Ornithologist (CFO) Board and Committee members, volunteers, and if ever applicable, employees, in the conduct of their duties and responsibilities so that concerns regarding questionable accounting or professional matters are raised and addressed, in a way that respects the confidentiality of the complainer and protects the Board and Committee members and volunteers from retaliation.

Article II – Policy

Section 1. Reporting Responsibility. Each Board and Committee member, volunteer and employee (if applicable) has an obligation to report questionable or improper accounting or auditing matters, as well as violations and suspected violations of CFO's policies.

Section 2. Complaint Review. Complaints will be reviewed by a Committee of three positions (Vice President and two Board members at large) and then a recommendation for resolution is brought to the Executive Committee.

Section 3. No Retaliation. This policy is intended to encourage and enable directors, volunteers and if ever applicable, employees, to raise concerns within CFO for investigation and appropriate action. With this goal in mind, no director, committee member, volunteer or employee who in good faith, reports a concern shall be subject to retaliation. If a member of CFO retaliates against someone else, that could result in losing their membership without reimbursement.

Section 4. Acting in Good Faith. Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates and improper accounting or

auditing practice, or a violation of CFO policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made recklessly, or with foreknowledge that the allegations are false, will be viewed as a serious offense and may result in losing membership, without reimbursement.

Section 5. Confidentiality. Reports of concerns and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals who are not involved in the investigation is not tolerated.