

Phoenix Rod & Gun Club (PRGC)
Whistleblower Protection Policy
Effective June 15, 2019

PRGC 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 PRGC, 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 employees and others to raise serious concerns internally so that PRGC 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 of PRGC's code of ethics or suspected violations of law or regulations that govern PRGC's operations.

No Retaliation

It is contrary to the values of PRGC for anyone to retaliate against any board member, officer, employee 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 PRGC. Any board member, officer, or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the board or termination of employment.

Reporting Procedure

PRGC has an open-door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their immediate supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to bring the issue to speak with the PRGC's President or a board member. Supervisors and board members and officers are required to report complaints or concerns about suspected ethical or legal violations in writing to the Board. The Board has the responsibility to investigate all reported complaints.

Board of Directors

The Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board will report annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

Any member of the Board shall immediately notify the Board of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the Treasurer until the matter is resolved.

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 proved not to be substantiated and which proved to have been 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. 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 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.