

8/10/2023

CCMRA Whistleblower Policy

CCMRA Standing Rule 03

DRAFT 2023

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CHRISTIAN COUNTY MRA

CCMRA WHISTLEBLOWER POLICY

The Christian County Missouri Republican Assembly (CCMRA) requires board members, officers, and members to observe high standards of personal ethics in the conduct of their duties and responsibilities. As members and representatives of the CCMRA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1. Reporting Responsibility.

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

2. No Retaliation.

It is contrary to the values of CCMRA for anyone to retaliate against any board member, officer, or member 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 CCMRA. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

3. Reporting Procedure.

The CCMRA has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with the 1st Vice President of the Board. The 1st Vice President is required to report complaints or concerns about suspected ethical and legal violations in writing to the Board of Directors, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the President of the Board of Directors.

4. CCMRA Board of Directors.

The Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

5. Accounting and Auditing Matters.

The CCMRA's Compliance Officer (1st Vice President) shall immediately notify the President and Treasurer of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the board until the matter is resolved.

6. 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 disciplinary offense.

7. 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.

8. Handling of Reported Violations.

The CCMRA's 1st Vice President 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. Compliance Officer: (Suggest 1st Vice President)

Initial policy adopted mm/dd/yyyy.

Signature of Board President:

Revision History by the CCMRA Board

Revised and approved: mm/dd/yyyy.