

Policy on Confidential Reporting of Financial Impropriety or Misuse of The Mid-Atlantic Great Dane Rescue League's Resources

Reporting of Organizational Improprieties or Misuse of Resources

It is the intent of the Mid-Atlantic Great Dane Rescue League (MAGDRL) to comply with all public laws and regulations that apply to the organization. The underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all volunteers is necessary to achieve compliance with various laws and regulations. A volunteer is protected from retaliation only if the volunteer provides documentation of the alleged unlawful activity, policy, or practice to the attention of their MAGDRL Board of Directors Chapter Liaison and provides them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to current dues-paying volunteers who comply with this requirement.

Any member of the Board of Directors, or volunteer affiliated with MAGDRL who has information about known or suspected unlawful activities, financial improprieties or misuse of the organization's resources, or other ethical problems, is encouraged to report their concerns to their Board of Directors Chapter Liaison, Treasurer or Policy & Procedure Board Member who will then ask the President of the Organization to investigate. In the event that the allegations involve the President, the Vice President, with the assistance of the Treasurer, will investigate the reported misconduct.

The person reporting may choose to do so anonymously via mail or through other means of communication that protects the individual's identity.

All efforts will be made to protect the confidentiality of those who report financial improprieties and choose not to do so anonymously. However, in certain situations, legal requirements make it impossible to keep the individual's identity confidential.

In accordance with the Sarbanes-Oxley Act, no retaliatory organizational action will be taken against those who report truthful information, even if the person incorrectly believes that a violation has occurred, about the commission or possible commission of any federal offense to a "law enforcement officer." The phrase "law enforcement officer" is defined by the Sarbanes-Oxley Act as including any "officer or employee of the Federal Government . . . authorized under law to engage in or supervise the prevention, detection, investigation, or prosecution of an offense."

Grievance Procedures

Whenever a number of people work together, personal problems or differences will occasionally arise. Normally, these concerns can be resolved informally. The first step toward a solution of a problem is a frank and early discussion with your Chapter Coordinator. You and your Chapter Coordinator may also call upon the Board of Directors Chapter Liaison for assistance. In exceptional cases, a need may arise for a more formal approach to the problem. In such a case, you may file a written grievance with the Board of Directors Chapter Liaison, who will notify the Board of Directors of the grievance. If the grievance involves Board of Directors Chapter Liaison, you may file the grievance directly with the President. All parties named in the grievance must receive copies of the written grievance, as well as the coordinators for the involved chapter(s). The President, with the assistance of the Vice President, if needed, will investigate the grievance. The President will inform you of the resolution, both verbally and in writing as promptly as possible, unless exceptional circumstances delay the consideration or investigation of the grievance.

Note: It is important to the process that you investigate and conclude a volunteer grievance in as timely a manner as possible.