

## **RING LAKE RANCH 2017 Staff Manual**

The Mission of the Ranch --

Ring Lake Ranch offers its guests and staff renewal of body, mind, and spirit as they experience and share the wonders of this unique Rocky Mountain environment.

This non-profit, rustic, renewal center offers those who choose to come opportunities for spiritual growth, solitude, community, intellectual stimulation, horseback riding, hiking, and a variety of outdoor experiences.

We hope that you discover something of value for your own life in the wildness of the rugged, mountain country surrounding this sacred space.

### **Our Mission as Staff Is To –**

- assist our guests and the other staff to be renewed in body, mind, and spirit,
- be hospitable – giving a cordial reception and offering a pleasant, sustaining environment
- serve each other with kindness and generosity,
- listen to one another with respect,
- affirm the contributions each of us makes to the common good,
- work efficiently and effectively at all tasks,
- remain flexible to helping with jobs that need to be done in any area of the Ranch,
- value the privacy and variety of needs of each person,
- use the inevitable conflicts as opportunities for growth and for creative resolution.

### **Necessary Paperwork --**

Upon being hired by the Ranch, all new staff members need to fill out [forms 2 – 6 will be mailed to you]:

1. the Ring Lake Ranch application (this is usually already on file);
2. an Emergency Contact & Medical Information Form so that in case of an emergency we know who to contact;
3. a W4 form;
4. an Employment Eligibility Verification Form: Note Well – To verify your eligibility to work, please bring with you the necessary documents from the Lists of Acceptable Documents appended to this manual; a US passport is sufficient; in place of that, a valid driver's license AND a social security card will suffice. Copies of these documents are required for our files. Copies can be made upon arrival or bring copies of these documents with you.
5. (for wranglers bringing a horse(s) to use) a Lease Agreement; if this applies, a copy may be obtained from the director before arrival;
6. (for staff *who have permission from the Director* to bring a pet) an Acknowledgement and Release Form for Personal Animal/Pet. Note Well: Dogs may not accompany trail rides; it is dangerous for the dog, the riders, and the horses.

Companion animals spend long hours alone when you are working, so we encourage staff to leave their pets at home if that is at all possible.  
We must have these forms completed to meet state and federal regulations and the requirements of our insurance providers.

### **HOSPITALITY --**

- Being hospitable – giving a cordial reception and offering a pleasant, sustaining environment – is central to the mission of the Ranch and to the staff. So, staff members eat with the guests, are invited to attend programs, and are encouraged to converse with guests. Our guests are fascinating, wise, and genuinely good folks.
- At the same time, when they come to the Ranch, many guests are worn out and need re-creation and retreat from their responsibilities. Staff members also offer hospitality by not using guests as counselors or a “complaint department.” In other words, if something is bothering you – and that’s inevitable – keep it within the staff; take your issues to someone on the staff who can listen, maybe advise, or perhaps do something to help.
- Read and become knowledgeable about the information in the Guest Manual; it contains information that guests will need to know and that you will find helpful too.
- Be patient with guests who perceive that you are working when it’s really your day off: they are almost always unaware of staff schedules. If their request is something that you can not accommodate easily, kindly direct them to how they can receive appropriate assistance.
- Please set a good example for the guests by helping with dishes unless some other duty calls.

### **Attitude towards Work –**

To be of use  
by Marge Piercy

The people I love the best  
jump into work head first  
without dallying in the shallows  
and swim off with sure strokes almost out of sight.  
They seem to become natives of that element,  
the black sleek heads of seals  
bouncing like half submerged balls.  
I love people who harness themselves, an ox to a heavy cart,  
who pull like water buffalo, with massive patience,  
who strain in the mud and the muck to move things forward,  
who do what has to be done, again and again.  
I want to be with people who submerge  
in the task, who go into the fields to harvest  
and work in a row and pass the bags along,  
who stand in the line and haul in their places,  
who are not parlor generals and field deserters

but move in a common rhythm  
 when the food must come in or the fire be put out.  
 The work of the world is common as mud.  
 Botched, it smears the hands, crumbles to dust.  
 But the thing worth doing well done  
 has a shape that satisfies, clean and evident.  
 Greek amphoras for wine or oil,  
 Hopi vases that held corn, are put in museums  
 but you know they were made to be used.  
 The pitcher cries for water to carry  
 and a person for work that is real.

"To be of use" by Marge Piercy © 1973, 1982.

From CIRCLES ON THE WATER © 1982 by Alfred A. Knopf, Inc. and Middlemarsh, Inc.

### **Work Schedule –**

- A work schedule will be published for two weeks; staff members are asked to comment on the schedule before it is finalized so that adjustments can be made.
- Staff members, except for the head and assistant cook, will have one central job and are scheduled to help out in other areas as well: for example, the hike leader might do housekeeping or an assistant wrangler might help cook – depending on abilities and needs. This arrangement allows staff to learn other skills and to develop understanding of one other's work. Sometimes need for extra help arises – that's just part of life in any community. So we expect that every staff member will be ready to pitch in.
- Staff members are asked to attend Orientation at 7:30 on Sunday evenings when new sessions begin in order to be introduced to guests and to get a sense of the new group. This is especially important for the head wrangler who surveys guests about their riding experience and interests.
- Unless the hike leader is out on an all-day hike or the wranglers have an afternoon ride, staff should take a 30-minute breather between approximately 1:30 and 2:00; a quick siesta is a good idea to catch a second wind before starting the afternoon's tasks. Our days can be long, so a break helps.
- All staff members– unless they have rides or hikes to lead--are expected to help serve food before meals and wash dishes with the guests after meals. This is part of community life at the Ranch and a great way to interact with the guests.
- We all take turns mopping the kitchen and dish room after supper dishes, so please expect to take your turn about once every 7 or 8 days.

### **Time Off –**

- Everyone is expected to take regular days off. Days off are essential to our own renewal.
- Days off will be built into the bi-weekly schedule and coordinated so that all areas of service continue to be covered.
- Staff members are strongly urged to use these days off for recreation and relaxation, and are encouraged either to join in the organized recreation activities available (i.e. rides, hikes) or to spend time away from the Ranch if possible.

- Out of respect for staff members who are on duty, please take your leisure away from work areas.
- Remember too that when we are in Dubois in particular, people may see us as representing the Ranch; let our behavior manifest the values we hold on the Ranch: respect for the dignity of all people, including ourselves, and so on.

### **Staff Accommodations --**

- While people have varying standards of cleanliness, tidiness, and quiet, every effort should be made to respect the needs and concerns of others with whom living space is shared.
- Each staff member will be assigned a bed, storage area, and closet space. Single rooms may be available during the summer, but during full sessions staff may need to double-up. Clean linens will be available to staff members each week. If an item of furniture or fixture seems to be missing from staff quarters please speak with the Director or Facilities Manager. Staff members may not remove furniture or furnishings from the guest cabins for staff use nor use linens designated for guests.
- Because of the serious danger of fire, the use of candles or any open flame in staff quarters is prohibited.
- Smoking is not permitted in any building
- Living quarters, including shared bathrooms, should be cleaned at least once a week.
- Staff with pets must clean up after them.

### **GUESTS OF STAFF --**

Part of the Ranch's mission is to be welcoming – this includes the families and close friends of the staff. The Ranch offers a 10% discount on fees to family and/or guests of staff members. Normally this reduced rate is for visits of no longer than three days. Please arrange visit schedules and approval of rates with the Director *well before* your guests come—just to make sure that there is room.

### **A TIME TO SLEEP –**

Some of the other staff members are going to be on duty, even when you're off. So in consideration of others, any conversation or music at night should be inaudible to staff members in other rooms. Sound travels through the walls of Lake Lodge like a knife in soft butter. A reasonable time for "lights out" may be agreed upon among those sharing housing.

### **INTERNET, DVD, LIBRARY, AND ENTERTAINMENT –**

*Internet:* The Ranch is connected to wireless high speed internet in the Office. Staff have been able to connect to the internet from as far away at the Living Room. Electric cords on the back porch of the kitchen must NOT prove a hazard to the cooks needing to use the storerooms, so please keep them out of the way.

*Music:* Around staff quarters, common areas and guest quarters music must be appropriate to the atmosphere of the Ranch and the wilderness. Wear ear phones or keep the volume low.

*Books:* The book library may be used by the staff. However, since the books should be available for others, take out only one book at a time and only keep the books off the shelf for a reasonable time.

*Games:* There are games and puzzles available for use in the dining room. Staff are requested not to take these to their quarters.

### **PERSONAL LAUNDRY --**

Try to do your laundry when guests are less likely to need to do theirs. Remove your clothes from the machines as soon as the cycles are done. Save electricity and give your clothes a clean, fresh fragrance by hanging them on the lines. Use the dryer for rainy days and emergencies only. Remove your clothes as soon as they are dry so that others may use the line space. Help the housekeeper by tidying the laundry room when you are done.

### **PARTICIPATING IN RANCH ACTIVITIES --**

- The staff is invited to participate in the evening seminars. The Ranch's speakers are internationally recognized presenters.
- Sound travels easily, so those staff members who do not attend the evening sessions are asked to keep noise of any activity or conversation, either outdoors or in close-by buildings, to a minimum. This especially applies to the Back Porch of the Kitchen.
- Pre-dinner sharing can be interesting experiences. Again, staff are invited to attend and/or to present.
- The weekly square dance is great fun and an important part of the socialization of the Ranch. Staff members are urged to participate with the guests in this activity.
- For the safety of riders and horses, we cannot allow guests or staff weighing over 250 lbs. to ride. A scale will be available in the Tack Shed in case it is necessary to determine someone's weight. This weight limit is typical in many national parks and at other guest ranches, though some set the limit even lower.

### **TELEPHONE –**

Staffers use the staff and guest line (307-455-2603) for personal phone calls. In consideration of everyone, please keep the calls brief. Long distance calls must be made by credit card, calling card, or collect.

### **RANCH VEHICLES --**

The Ranch van and the pick-up trucks are the responsibility of the Facilities Manager who will maintain and coordinate their use for Ranch purposes.

- **BUSINESS USE.** Staff members holding a valid driver's license, with permission, may drive a Ranch vehicle on Ranch property. Only staff members age 21 and over may drive a Ranch vehicle off Ranch property. Only staff members age 25 and over may drive a Ranch vehicle transporting guests. Every staff member who may drive a Ranch vehicle must register their driver's license number with the Director. Please drive carefully for your safety and the safety of everyone else.
- **PERSONAL USE.** Personal use of Ranch vehicles is not allowed.
- **PERSONAL VEHICLES USED FOR RANCH BUSINESS.** If a staff member is requested to use a personal vehicle for Ranch business, she/he will be reimbursed at the IRS allowable rate per mile upon submission of a mileage allowance request to the Director.

### **PURCHASING --**

Only persons who have been pre-authorized by the Director may sign for purchases on Ranch charge accounts. Any purchase for the Ranch over \$100.00 must have pre-approval by the Director. Under no circumstances may a staff member charge purchases to the Ranch for personal use even with the intention of reimbursement. This practice could result in the loss of the Ranch's sales tax exempt status.

### **WELLNESS OF THE STAFF –**

- Please exercise caution in all work activities. If an unsafe condition exists, please report it immediately to the appropriate person: e.g. the facilities manager, head cook, head wrangler, or Director.
- In case of an accident that results in injury, regardless of how insignificant the injury may appear, staff members should immediately notify the Director. According to Wyoming regulations, workers' compensation applications must be completed within 10 days of any injury. Applications are available from the Director that will verify the time, place, and conditions of the injury. Workers' comp exists to insure that workers receive needed care. The good health of staff members benefits the whole community.
- We want everyone on staff to maintain their own health and well-being, but we also depend on everyone to keep up with their assigned duties. So, aside from regular days off, summer staff members may take up to three paid days off for illness or injury (that is not related to a worker's comp claim) during the season. Because we may need to find someone else to cover a staff member's duties during extended time off, the staff member will not be paid for sick days taken off in excess of these three.
- If a staff member witnesses an accident that involves a guest or visitor, immediately approach the person to assist them. If medical care is necessary, contact the Director or the Facilities Manager to assist you. You will be asked to complete an Incident Report for insurance purposes; please do this as soon as possible.
- Medical care is available at the Dubois Clinic from Monday to Friday. At other times, visits to hospitals in Lander, Riverton, or Jackson may be arranged.

### **CULTURAL RESOURCES --**

- People who are not guests of the Ranch must obtain permission from the Director to explore any of the various cultural sites on the ranch property.
- The Director keeps a written record of the names and addresses of all non-guests who have been given permission to visit the Ranch Rock Art Sites.
- The Director will, if possible, schedule visits for mid-session weekends or break weekends in order to limit the disturbance to our regular guest activities and community.
- Anyone visiting the petroglyphs shall honor the following guidelines:
  - (a) Care should be taken not to mar the petroglyph sites or to climb on or around the cliffs or rocks.
  - (b) The petroglyphs are not to be touched because the natural oils from our skin, sunscreen, insect repellent or other residues can promote erosion.
  - (c) No artifacts or rocks are to be removed from the site. If an artifact is found it should be reported to the Director or Facilities Manager so that proper documentation of the area and artifact can be arranged.
  - (d) No excavation of sites is allowed.

- (e) In an effort to protect this site from unauthorized visits or intrusions, no pictures for publication are allowed without the permission of the Director.
- Ring Lake Staff will accompany any non-Ranch visitors to the sites to assure compliance with our rules and to answer questions.

### **STAFF COMPENSATION FOR TRAINING**

Ring Lake Ranch hopes that summer staff will look for ways to improve their skills and experience summer to summer. Ring Lake Ranch will try increase a staff person's salary summer to summer to reflect increases in experience and skills, but we cannot guarantee a particular level of compensation. Because summer staff are seasonal and may not return after any given summer, Ring Lake Ranch is not able to provide direct reimbursement for costs associated with additional training, professional accreditations, etc. that summer staff members choose to pursue.

### **CONSTRUCTIVE CONFLICT MANAGEMENT--**

All communities, families, athletic teams, and working staffs from time to time experience conflict between members. It is important that conflicts and differences are acknowledged and dealt with promptly. By following these steps, harmony may be re-established. If you are experiencing conflict with a fellow staff member, including the Director, please:

1. Look upon conflict as natural and as an opportunity for growth.
2. If possible go directly to the person(s) involved and explain how you are experiencing the conflict; it is important to be willing to listen to the other person(s) and discuss how the conflict can best be resolved. Remember, please, that two sides exist in every situation.
3. If no resolution can be agreed upon, then you should seek out the Director for counsel and advice, with willingness to compromise. The Director will be committed to listening fairly and offer a solution that is in the best interest of the Ranch and the staffers involved.
4. While it is tempting to vent frustrations about a staff person with other staff, please refrain from doing so, as this spreads discord and strife among the staff. Conflict can only be resolved by going to the staff person involved and, when necessary, the Director.
5. Staff members should not involve guests, volunteers or staff assistants in their conflicts or unhappiness under any circumstances.
6. The Director is designated by the Board of Directors to oversee the staff, and only after all efforts have been attempted to resolve differences, either between staff members or with the help of the Director, may the President of the Board be contacted by a staff member, unless the issue is with the Director and cannot be discussed with him or her directly.

Here are some excellent general guidelines of how to treat one another during the summer:

- T-** Is it True?
- H –** Is it Helpful?
- I –** Is it Inspiring?
- N –** Is it Necessary?
- K –** Is it Kind?

## **SERIOUS MATTERS –**

Wyoming is an employment “at will” state. Nevertheless, Ring Lake Ranch has been committed to just treatment of staff and all people from the start. Even so, sometimes staff members cannot competently perform the jobs they were hired to do and/or behave in ways incompatible with the mission and ethics of the Ranch. Here are a few serious matters, which may be causes for dismissal:

- Under age use of tobacco and alcohol is prohibited by law and by Ranch policy.
- Moderate use of tobacco and alcohol by adult staff members is allowed. No smoking is allowed in any Ranch building. When smoking outdoors, ash trays must be used, and proper disposal of ashes and butts is expected.
- Use of any illegal drug while employed by the Ranch is grounds for immediate dismissal.
- Abusive treatment of any person or animal on the Ranch and willful destruction of property are grounds for dismissal.
- Ring Lake Ranch is committed to providing a work environment that is free of discrimination and unlawful harassment. Action, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Harassment of any type destroys relationships and undermines the Ring Lake Ranch community. Sexual harassment will not be tolerated and is subject of disciplinary action up to and including termination of employment.
  - In the federal context, sexual harassment is considered to be a form of sex discrimination under Title VII of the Civil Rights Act of 1964. Accordingly to the Equal Employment Opportunity Commission (EEOC) "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment."
  - There are two different types of sexual harassment claims:
    - Quid Pro Quo: Sexual harassment that occurs when a supervisor or one in an authority position requests sex, or a sexual relationship, in exchange for not firing or otherwise punishing the employee, or in exchange for favors, such as promotions or raises.
    - Hostile Work Environment: Sexual harassment that occurs through the presence of demeaning or sexual photographs, jokes or threats. The inappropriate behavior or conduct must be so pervasive as to, as the name implies, create an intimidating and offensive work environment.
  - Sexual harassment, for example, may include jokes, vulgar language, sexual innuendoes, pornographic pictures, sexual gestures, physical grabbing or pinching, and other unwelcome or offensive physical touching or contact.
  - Any staff member who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director for review and action or to a Board member if necessary.
  - Ring Lake Ranch prohibits any form of retaliation against a staff member for filing a *bona fide* complaint or for assisting in a complaint review. However,

if, after reviewing a complaint, it is determined that the complaint is not *bona fide* or that a staff member has provided false information regarding the complaint, disciplinary action may be taken up to and including termination of employment against the individual who filed the false complaint or gave the false information.

- **Firearms at Ring Lake Ranch**

While we respect the tradition of hunting with guns in Wyoming and the need for protection when in wilderness areas, firearms present an obvious safety and liability risk for Ring Lake Ranch. Therefore, RLR staff may possess guns while working at the Ranch, but firearms must be handled and stored with utmost care. The following guidelines must be followed by all staff at all times.

- Loaded firearms may only be carried on RLR property during the summer season (defined as staff set-up week through the close-out weekend) under the following circumstances:
  - During a hike off the Ranch property or in preparation for hiking off the Ranch property in wilderness areas only.
  - Protection from the immediate threat of an attack from a wild animal on RLR property.
  - Euthanizing a RLR horse or other animal.

The carrying of firearms for hunting or any other purpose than listed above on RLR property during the summer season is not allowed.

- Firearms must be secured in **at least one** of the following ways at all times when not in use as described above:
  - Trigger lock for all types of guns.
  - A locked, portable gun safe for handguns.
  - A case with a lock for rifles or shot guns.

**In addition:**

- Ammunition must be stored separately from firearms.
- Firearms besides handguns, rifles and shotguns (i.e. semi-automatic weapons) may be stored on Ring Lake Ranch property only with the express approval of the RLR Director.
- Firearms may not be stored in vehicles without using the security measures listed above.

Because staff quarters cannot be secured from intrusion, leaving firearms in staff quarters unsecured by one of the methods listed above is a serious safety risk. **An infraction of the above policy may, in the discretion of the executive director, result in immediate dismissal from employment at Ring Lake Ranch.**

**Appropriate Professional Relationships with Guests and Staff Colleagues:**

- Guests come to Ring Lake to experience sacred renewal in the wilderness. As staff and staff assistants, our responsibility is to create an environment for *all* guests to

feel welcomed, safe, and free to enjoy the ranch community. While we hope you will enjoy getting to know our guests, developing intimate paired relationships with Ranch guests of any age detracts from the staff's ability to offer this experience for all guests. For this reason, such paired relationships between guests of any age and staff or staff assistants are prohibited during the Ranch season. Our goal is to maintain professional boundaries with the guests of the ranch, and to offer appropriate professional care and service to each of them.

- Because the emotional energy and attention required in a new relationship can detract from staff members' full participation in the community, we also discourage staff and staff assistants from developing intimate relationships with one another during the season. Additionally, if such relationships end abruptly or badly, they can hinder effective working relationships among the staff. Where such relationships are begun, we encourage the participants to speak to the Director to discuss appropriate boundaries so that the relationship does not impair full completion of staff duties and participation in the community life of the Ranch. Where such relationships exist prior to the beginning of the summer, we encourage couples to strive to maintain appropriate balance between their personal relationship and their connection with the rest of the Ranch community.
- All staff and staff assistants ages 18 and older are forbidden to engage in romantic and/or sexual relationships with all guests and staff assistants under the age of 18. Engagement in such a relationship will be grounds for dismissal and immediate removal from the ranch grounds. The ranch will also bring appropriate legal action when Wyoming state laws have been violated. Staff and staff assistants who witness such inappropriate relationships are required to report them immediately to the Director or to the Facilities Manager or Business Manager if the Director is not available.
- In order to avoid the possibility or suspicion of inappropriate contact with minors under the age of 18, staff and staff assistants should avoid situations where they are alone with minors in isolated settings or out of visible contact with other adults in the community. In situations where children are engaged in activities or caregiving with ranch staff away from the rest of the guests, another unrelated adult or staff assistant should be present at all times. If this is not possible, the minors and one chaperone should be in a setting where they are clearly visible to other adult members of the community, such as the field or dining hall. If a situation should arise where a staff member must be in a vehicle alone with a minor, such as transportation of an underage staff assistant to/from the airport or hospital, they should have written permission from the parents of that minor to ride with that staff member. While such precautions may seem out of character with the easygoing connections of the ranch, they are essential to guaranteeing that the ranch remains a safe environment for the children and adolescents who visit and work here. If you have any questions or concerns at any point, please feel free to discuss them with the Director.

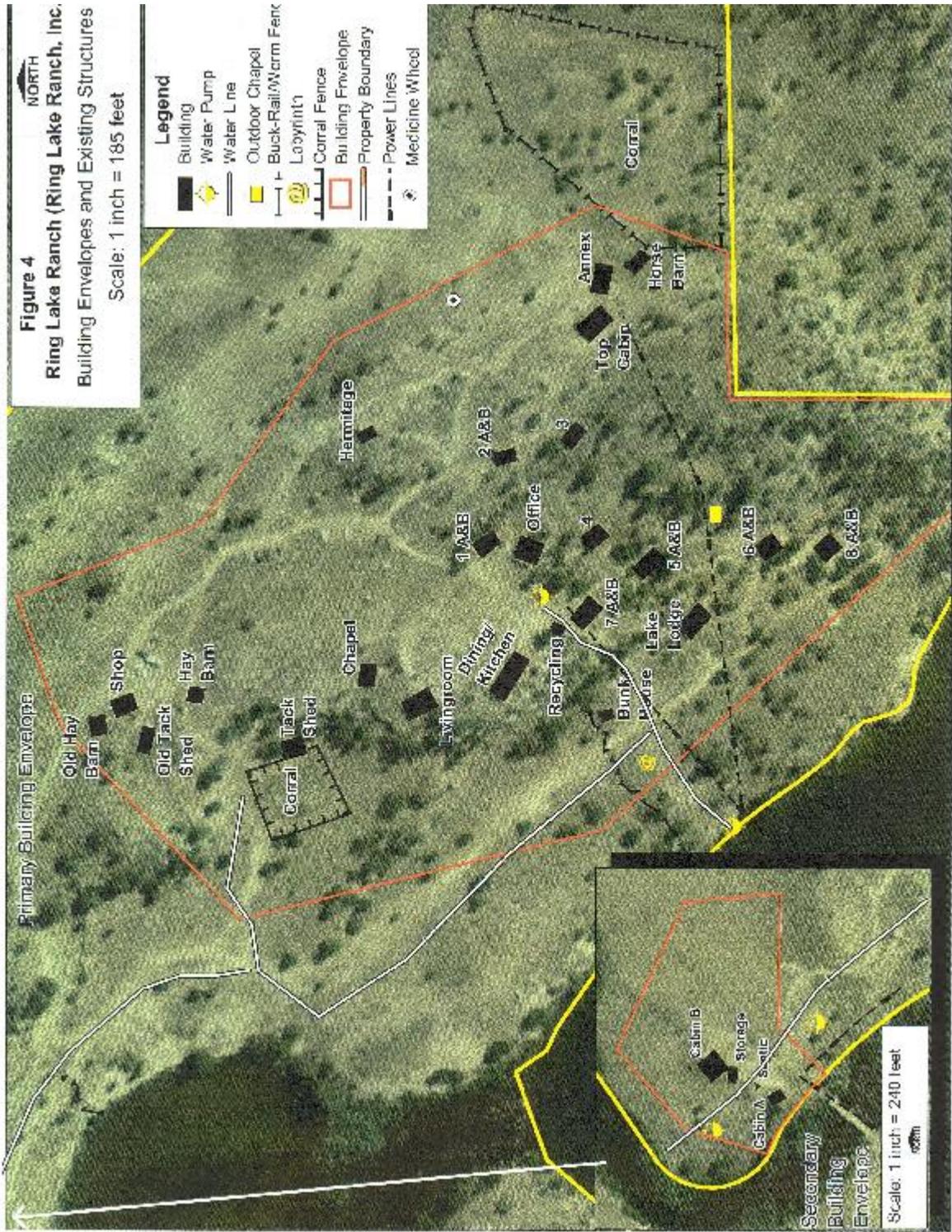
## Ring Lake Ranch Conservation Easement

Ring Lake Ranch entered into a Conservation Easement with Jackson Valley Land Trust (JVLT) in September 2009. The Conservation Easement protects the Conservation Values (including bighorn sheep and other big game winter habitat, habitat for osprey, river otters, trout and other Species of Special Concern as identified by the Wyoming Game and Fish Department), Open Space, and Cultural Values of the property. The Conservation Easement is an extensive document that details what is allowed and what is prohibited. If there is any doubt whether an activity is allowed, the actual Conservation Easement should be reviewed. This summary is meant to provide a cursory understanding of the easement terms to guide day-to-day operations of the ranch.

### Allowed uses:

- Operation of a retreat center
- Agricultural uses including grazing of livestock (cattle and horses) as long as vegetation is protected and not overgrazed; and livestock holding area does not exceed 10 acres;
- Improved management of the natural resources (if extensive changes are made, JVLT need to provide written approval)
- Replace and repair existing buildings located within 2 building envelopes (see map on pg 11);
- Construct any new buildings within the building envelopes as long as the impervious footprint limitation and height limitation (30 ft) are not exceeded
- Any materials used in renovations or new constructions shall be non-reflective earth- tone materials (windows and solar panels are allowed).
- Maintain existing minor structures (such as medicine wheel) outside the building envelopes and construct new minor structures with written approval by JVLT
- External lighting shall be located within the building envelop and 90 degree horizontal cutoff downcast fixtures and if fixtures are more than 8 ft off the ground they must be attached to a building.
- Earth work is allowed as a part of building a new building within a building envelop; earth work needed outside a building envelop that is not part of routine maintenance needs to receive written approval by JVLT; Disturbed areas must be restored;
- Construction and replacement of fences needed for agricultural purposes and it shall be "wildlife friendly" fencing; and new fencing, except that needed to protect cultural resources, is subject to written approval by JVLT
- Maintain or replace utilities
- Maintain and use existing roads and trails; construct new roads needed to any new structures
- Use of vehicles for property maintenance and emergencies off existing roads

- Use chemical such as herbicide for weed control work.
- Recreational uses as long as the location of the cultural resources is not made public
- Scientific and archeological research
- Removal of vegetation such as trees that may pose a threat to people or property; other removal is allowed with approval from JVLT so check easement terms if this work is expected
- Removal of animals that pose threat to property or people using selective methods only
- Disposal of dead animals including horses through burial or removal to a remote location; animals must have lived on the property and no more than 3 in a 3 month period without permission from JVLT
- Signs as long as they are wood or wood-like and do not exceed 3 ft by 2ft



## **WHISTLEBLOWER PROTECTION POLICY**

Ring Lake Ranch requires directors, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Ring Lake Ranch, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Purpose**

This Whistleblower Protection Policy is intended to encourage and enable board members, employees, volunteers, and others to raise serious concerns internally so that Ring Lake Ranch can address and correct inappropriate conduct and actions.

### **Responsibility to Report**

It is the responsibility of all board members, employees, and volunteers to report any specific concerns of: (a) any suspected violation of: (i) Ring Lake Ranch's conflict of interest policy, (ii) any law or regulation to which Ring Lake Ranch is subject or by which its operations are governed, (iii) the terms of the conservation easement, (iv) the written policies of Ring Lake Ranch contained in the Staff Manual, the Guest Manual, and other written materials, and (b) any matter which is believed to involve a serious ethical or moral lapse which would reflect adversely on the reputation or impair the mission of Ring Lake Ranch (collectively, a "**Suspected Violation**").

### **No Retaliation**

It is contrary to the values of Ring Lake Ranch for anyone to retaliate against anyone who in good faith reports a Suspected Violation. A board member or employee who retaliates against someone who has reported a Suspected Violation in good faith is subject to discipline up to and including removal from the Board of Directors or termination of employment, as applicable. A volunteer who retaliates against someone who has reported a Suspected Violation in good faith is subject to discipline up to dismissal.

### **Reporting Procedure**

Ring Lake Ranch has an open door policy. Volunteers and employees are requested to share their questions, concerns, suggestions, or complaints, including reports of Suspected Violations, with the Executive Director. If you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director's response, you are encouraged to speak with the President or a Vice President. The Executive Director is required to report complaints or concerns of Suspected Violations in writing to the Board of Directors.

### **Executive Director Responsibilities**

The Executive Director is required to report promptly all complaints or concerns of Suspected Violations in writing to the Board of Directors. The Executive Director has

the responsibility to investigate and resolve all Suspected Violations under the supervision of the Board of Directors and, if the Suspected Violation involves the Executive Director, the Board of Directors shall appoint a committee to conduct an investigation.

### **Accounting and Auditing Matters**

The Executive Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the Finance Committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a Suspected Violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a Suspected Violation. Any allegations that prove not to be substantiated, or prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Reports of Suspected Violations may be submitted on a confidential, but not anonymous, basis. Reports of Suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Executive Director or the President will acknowledge receipt of a report of a Suspected Violation to the person who submitted the report and following the investigation may notify the person who submitted the report of the corrective action taken. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on January 28, 2012.

