

Business Operating Policies

Barr Lake and Milton Reservoir Watershed Association

I. Introduction

These Business Operating Policies (“Policies”) have been adopted by the Barr Lake Milton Reservoir Watershed Association (“Association”) Board of Directors to describe standards that guide actions of the Association Directors, officers, members, clients, affiliates, employees, agents, consultants, vendors and independent contractors. These policies set forth key guiding principles that represent the Association’s policies. While covering a wide range of business practices and procedures, these standards cannot and do not cover every issue that may arise, or every situation where ethical decisions must be made.

II. Membership Participation

All members who attend any meetings of the Association shall, and by their participation do thereby agree, to: a) engage in thoughtful and thorough discussions and deliberations; b) advocate for the interests of his or her organization; c) share relevant information with other Association members; d) keep the Association’s membership informed about his or her relevant perspectives; e) advocate within his or her organization for support of the Association’s work; f) work to identify any prospective and potential alternatives, options or resolutions; g) openly engage in, discuss and evaluate all alternatives, options or resolutions identified by any member of the Association; h) refrain from impugning any other member of the Association or undermining the Association’s recommendations, reports or final decisions; i) work to secure necessary approvals within his or her organization for permission (within legal and ethical limits) to negotiate agreements or decisions of the Association through Substantial Consensus; j) explicitly inform the Association’s membership when any limits of his or her authority have been reached; and k) elevate any issues within his or her organization as a means of addressing such limitations.

III. Equal Opportunity, Non-Discrimination and Fair Employment

The Association is committed to a policy of providing equal employment opportunity and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, familial status, marital status, height, weight, sexual orientation, disability or veteran's status or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the Association and is provided in accordance with applicable federal and state laws. Employees are treated, and treat each other, fairly and with respect and dignity. In keeping with this objective, conduct involving discrimination or harassment of others will not be tolerated.

The Association prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

IV. Environment, Health and Safety

The Association is committed to conducting its business in compliance with all applicable environmental and workplace health and safety laws and regulations. The Association strives to provide a safe and healthy work environment for our directors, officers, members, clients, affiliates, employees, agents, consultants, vendors and independent contractors, and to avoid adverse impact and injury to the environment and communities in which we conduct our business. Achieving this goal is the responsibility of all Association members, officers, directors and employees.

V. Compliance with Laws, Rules and Regulations

The Association is strongly committed to conducting its business affairs with honesty and integrity and in full compliance with all applicable laws, rules and regulations. No employee, officer or director of the Association shall commit an illegal or unethical act, or instruct others to do so, for any reason.

VI. Information Security and Protection of Proprietary Information

All confidential or proprietary information that is developed, received, or acquired by the Association shall be maintained in strict confidence, except when disclosure is authorized by these Policies or subsequent resolution of the Board of Directors, or is required by law. Confidential or proprietary information generally includes all non-public information that might be useful to competitors which if disclosed without authority could be harmful to the Association or third parties, or that information which is protected by applicable law.

Confidential and proprietary information specifically includes any information related to the Association's research, development, trade secrets, business affairs, internal operations and management procedures including those of its members, clients and affiliates, but does not include information lawfully obtained by third parties, information which is in the public domain, or information which is or could have been acquired/developed independently by the State or Federal government or a third party.

Unauthorized use or distribution of confidential or proprietary information violates Association policy and could be illegal. Such use or distribution could result in negative consequences for both the Association and the individuals involved, including potential legal and disciplinary actions.

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