



CODE OF CONDUCT

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CMC Core Values:

Community: Passionate people are the bedrock of our mountain community and all our work. We are an inclusive and vibrant club that values our community.

Education: Our commitment to outdoor training and education is our legacy. By equipping Coloradans with the skills and confidence they need to move through the mountains, we honor and safeguard the people we love.

Conservation and Stewardship: Stewarding and conserving wild spaces is at our core. We proactively protect these landscapes so that future generations can enjoy them.

Adventure: We know mountains can provide dramatic, life-changing experiences. We offer countless recreational, educational, and conservation-focused opportunities that inspire a passion for challenge in the outdoors.

Introduction:

We are all humans collectively seeking community, adventure, education, and solutions to protect the wild places in which we thrive. We learn, we teach, we stumble, and we hold each other up in the spirit of leadership and support. This code of conduct was developed to help guide us through inevitable ambiguity due to conflicting opinions, values, and experiences. More importantly, it helps maintain accountability to our values, our members, and our guests. It was written by members, for members. Common values such as honesty, respect, and trust, guide this code of conduct, but these values are also learned directly from the actions of others. For example, what people see their organizational members, leaders, and staff do influences their own views of what is acceptable or unacceptable behavior.

When interacting with one another at the Colorado Mountain Club, we should ask ourselves several important questions to determine if a specific action is ethical and appropriate:

- Do my actions have the potential to harm others in the community and have I thoroughly evaluated this question from a variety of perspectives other than my own?
- Am I adhering to the spirit, as well as the letter, of any law that may apply to my situation?

- Are my actions consistent with the overall principles set forth in this Code as well as other CMC policies?
- Would I want my actions reported publicly?
- What would my family, friends, colleagues, or co-workers think of my actions?
- Will there be any direct or indirect negative consequences for the CMC?

Equal Opportunity and Commitment to Diversity

The Colorado Mountain Club is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

The Club does not discriminate on any basis prohibited by law, including race, religion, creed, ancestry, sex, gender, (including gender identity, gender expression and status as a transgender or transsexual individual), age (40 and over), sexual orientation, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, color, national origin, marital or veteran status, or any other protected status recognized by applicable federal, state, or local law.

CMC Anti-Harassment Policy

All persons participating in CMC activities are expected to treat all others with respect and concern. The Colorado Mountain Club will not tolerate abusive, sexually harassing, or discriminatory actions or communications. Anyone experiencing or witnessing such behavior is invited to submit a report to our third-party system for investigation. Consequences of inappropriate behavior may include a verbal warning, written warning, suspension of volunteer role or membership, or expulsion from the CMC.

Standards of Conduct

The Colorado Mountain Club Code of Conduct applies to every member and guest including everyone who works or volunteers on behalf of the CMC (paid, unpaid, elected, member, volunteer, board, and committee).

Employees, members, guests, and other volunteers have an obligation to meet the following affirmative standards of conduct, and to hold each other accountable to them, in all Club interactions, whether in person, in group gatherings, in writing, via email, social media, video conference, or on the phone. At the Colorado Mountain Club we:

- Do not engage in conduct that would compromise, discredit, or diminish the integrity of ourselves or the Colorado Mountain Club.
 - Always represent the Club and its mission in a positive and professional manner.
 - Accurately present the Club's policies and positions when communicating on behalf of the Club.
 - Do not use a Club leadership role or title to advance personal views that are not the Club's position.
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- Respect the policies and procedures that have been established by and for members engaged in specific Club activities; when in doubt, ask for clarification. (See Escalation and Resolution Protocol.)
 - Use Club resources wisely and in keeping with the fiduciary responsibilities of all employees and volunteers.
 - Respect the authority and operational decisions of the Chief Executive Officer and our support staff.
 - Foster an open democratic decision-making process; respect decisions once they are made.
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- Commit to working with land management and staff to conserve our resources and balance our use of trails and land with the demands of our larger Colorado community.
 - Respect permitting requirements and group size limits for the area in which we are leading or recreating.
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- Communicate and work together with common courtesy and collegial respect; disagree without being disagreeable.

- Create an inclusive environment for new members and volunteers; avoid cliquishness, and language or behavior that has the potential to offend or alienate others.
- Respect the uniqueness and intrinsic worth of every individual. Assure an environment of inclusiveness and a commitment to diversity within the entire organization.
- Presume positive intent in interactions with others; find out all the facts and circumstances; give others the benefit of the doubt first.
- Praise publicly, criticize privately and tactfully within the Club.
- Air grievances in a manner that is conducive to finding a positive resolution. To the extent applicable, utilize the Club's Escalation and Resolution Protocol, as detailed below, when addressing concerns. Seek guidance if ever in doubt about the ethical propriety of a situation.
- Keep personal attacks, slurs, and insults out of the conversation. Aim to offer positive alternatives or suggestions for furtherance of overall Club goals.
- Respect your obligation to maintain Club member privacy, use member lists and information about members for Club purposes only and in a responsible manner.
- Maintain confidentiality about all matters that are considered in closed door meetings.

Serious Misconduct

The following actions constitute serious misconduct:

- Physical or sexual assault or violent threat toward others.
- Embezzling or misdirecting Club funds, membership lists or other assets for activities not authorized by the responsible entity.
- Use of racial slurs or other derogatory language regarding gender, ethnic or national origin, religion, age, sexual orientation, disability, or any other status protected by law or by Club policy.
- Fraud, libel, defamation, or illegal activity of any kind in the conduct of Club business.
- Illegal or unethical professional conduct outside the Club where that misconduct could significantly damage the Club, its staff, its members, or its reputation or assets.
- Harassment of any kind, threats, or any action directed toward Club employees, volunteers, members or anyone participating in club activities, which violate Club employment policies or are prohibited by law.

Authority

The Board of Directors holds the ultimate authority to develop and adapt guidelines for resolving disputes over this Code of Conduct and may delegate this authority to the Chief Executive Officer and staff senior management team.

Board and Executive Leadership Discretion

These procedures shall not deprive the Board or the Chief Executive Officer, at any point in the process, from taking such actions as they may deem necessary or advisable for the best interests of the Club.

Appendix A – Escalation and Resolution Protocol

Dealing With Disruptive Behavior

- Group chairs, trip leaders and school directors of the relevant Club entity have an obligation to deal quickly and decisively with violations of the Code of Conduct. Disputes over behavior may also warrant the removal, suspension or barring the individual(s) from leadership or participation in any and all Club functions. All of these should be reported on coloradomountainclub.ethicspoint.com.
- Any actions that constitute serious misconduct will be immediately referred to the Chief Executive Officer or their designee through the coloradomountainclub.ethicspoint.com site.
- Formal actions to remove, suspend or bar employees, volunteers, members, or guests from participation in certain activities should only be undertaken when a member's personal behavior is deemed to do any or all of the following; be clearly disruptive, repeatedly violates the Code of Conduct, impairs the work of the Club, or constitutes serious misconduct.
- Immediate Suspension
 - 1) The Chief Executive Officer and/or Board President, or their acting designee, together have authority to immediately suspend a member, volunteer, or employee from participation in any and all Club activities for serious misconduct (except members of the Board of Directors, which can be done only by a vote of the board).
 - 2) Any action to immediately suspend a member, volunteer or employee for serious misconduct must be based on a fair assessment (e.g. clear documentation, multiple reports, and direct communication with the person involved) that creates strong reason to believe that serious misconduct occurred.
 - 3) In cases of the immediate suspension of group chairs, the Board can determine whether the suspension should be extended for a specific period or made permanent. This action should be initiated within three weeks of a suspension.

Escalation Protocol

In the event of a violation of the Code of Conduct the following escalation path should be followed:

- The member, volunteer, guest, or employee who wishes to make a complaint should bring the matter to their immediate supervisor, group chair or other entity leader, unless they are not comfortable discussing this matter with their supervisor or leader, in which case the concern can be reported anonymously or with your name on coloradomountainclub.ethicspoint.com.
- Once a complaint is made, it will be investigated by staff. Trip leadership and Instructor status (if applicable) will be suspended pending that investigation.
- Reporters of the behavior will be contacted (through the system if anonymous) along with any witnesses and the accused.
- This will all be documented for reference regarding resolution.
- Resolution might include training, suspension of leadership status, removal from certain groups or activities.
- Reports of Serious Misconduct will immediately be brought to the Chief Executive Officer or their designee, and/or the Board President.
- The complainant should not expect to receive notification of the resolution of their claim in every instance, as matters of personnel and privacy may take precedent. But will receive updates through the system as to the status of their case.

Resolving Disputes

Policy Disputes

When there is a dispute regarding interpretation, application or disregard for Club Bylaws, this Code of Conduct Policy, policies, guidelines or other governing procedures, leaders should seek clarification from Executive Director or their designee. If the leader believes the interpretation is incorrect, he or she should appeal or seek clarification from the Board or its designee but shall not act in violation of the interpretation the leader has received.

Decision-Making Disputes

All Club leaders involved in a contentious decision-making process are nevertheless expected to behave according to this Code of Conduct. This includes decisions regarding priorities for action,

strategies and tactics, and the allocation of resources where differences of opinion can be heated.

Appendix B – CMC Reporting System

Contact [Ethicspoint.com](https://ethicspoint.com)

CMC utilizes Navex Global’s Ethicspoint third-party reporting system to in-take reports of unethical behavior, misconduct, illegal or unsafe actions.

Make an anonymous report at: coloradomountainclub.ethicspoint.com

Mobile:

coloradomountainclubmobile.ethicspoint.com

Online:

coloradomountainclub.ethicspoint.com

Call Toll-free:

844-929-4258

More About Navex Ethicspoint Third-party Reporting System:

Why do we have a hotline?

It’s not enough to encourage members and volunteers to act ethically – we must give them the tools and resources they need to make good decisions and speak up with confidence about any actual, potential or suspected misconduct. That is why we have a hotline – as a resource members, staff, and volunteers can use to speak up about concerns when they don’t feel comfortable speaking to their trip leaders, school director, or staff leadership. Making a report also makes the complaint official. After making a report you will be contacted about follow-up actions and there will be a record of the behavior reported.

How does the hotline work?

When someone contacts the hotline:

- A customized web form or professional interview specialist will collect the information and document the situation in detail.

- When finished, the person making the report/complaint will be given a reference number and asked to report back to answer any follow-up questions.
- The information is then relayed to our management for investigation and follow-up. All reports are handled promptly and discreetly.
- If the report involves an immediate threat to people or property, NAVEX Global notifies our organization immediately so prompt action can be taken.

What should I report?

Ask questions... Make informed decisions

Types of issues to report: Our Hotline allows volunteers, members, or employees to confidentially ask questions or report concerns without the fear of retaliation.

- Discrimination or harassment: from bullying and uncomfortable comments to sexual misconduct and harassment.
- Code violations
- Conflicts of interest
- Theft/fraud/bribery
- Environmental/safety
- Accounting/financial
- Policy violations

Our success as an organization is built on a foundation of ethical decision-making and a commitment by every employee and volunteer to uphold the highest standards of professional conduct on the job and in the field. The best way to sustain an ethical culture is for each of us to act with integrity every day – doing the right thing when it comes to our own behavior, being aware of what’s going on around us, being willing to learn from mistakes, and being willing to speak up when we see or suspect activity that could harm our organization.

Help us put integrity in action – your role is to speak up if you know of or suspect any unethical behavior. Our role is to listen. Report any violations or get more information by contacting the hotline.

Mobile:

coloradomountainclubmobile.ethicspoint.com

Online:

coloradomountainclub.ethicspoint.com

Call Toll-free:

844-929-4258

Working together, we can prevent unethical, illegal or unsafe activity before it causes harm.

Thank you for your commitment and your cooperation.