



Denali Chamber of Commerce Code of Ethics Violation Process

It is the expectation of the Denali Chamber of Commerce, that any issue brought forth as a Code of Ethics violation has already been addressed with the business/individual, and no resolution has been possible. This form may be filed with the Executive Director of the Denali Chamber of Commerce, by any business, individual or entity who believes that our Code of Ethics Policy has been violated by a DCC partner business. Additional pages may be included if desired.

- When submitting this violation form, please refer to the section of the Code of Ethics that has been violated (sect 1, sect 5, etc) with a detailed explanation and any relevant supporting documents.
- The detailed explanation should include specific information including date/time or timeline, individual(s) involved, their status in the company (if known) and a description of any personal attempts already made to remedy a complaint.

It is the policy of DCC to investigate all complaints that allege a partner has acted against the DCC Code of Ethics agreement, including engagement by partner businesses or their employees in acts of impropriety or the appearance of impropriety, or in any conduct that might adversely affect the well being and reputation of Denali Chamber of Commerce or prove detrimental to the mission statement and goals of the organization. Once the Executive Director has investigated the complaint, and given the DCC partner the opportunity to respond to the complaint, relevant materials will be submitted to the Board of Directors for final review. The Board of Directors will make the final decisions regarding violations and appropriate response.

Questions regarding this process and policy may be directed to the Executive Director.

Complainant Name: _____

Complainant Business (If applicable): _____

Email: _____ Phone: _____

Name of Business for Complaint: _____

Please provide a brief description of date/time the complaint period covers.

Please identify the person(s) responsible for the violation, and their position if known.

Please describe what attempts to mitigate this complaint that have already been attempted.

Have you filed complaints against this individual/business with other organizations?

(Please explain if yes)

Signing below signifies you have completed this form to the best of your ability with accurate information.

Printed Name: _____

Signature: _____ Date: _____