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**Subject: POLICY IMPLEMENTATION**

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1. The Executive Director shall have responsibility and authority for ensuring that the policies established by the Board of Directors are properly carried out. Such authority shall include the authority to establish additional requirements or conditions as necessary to properly effectuate such policies.

2. Every employee shall be solely and completely responsible for becoming aware of and complying with all Rocky Mountain Risk Insurance Group policies. Disregard for Rocky Mountain Risk Insurance Group policies and administrative regulations may be interpreted as insubordination, neglect of duty, other good and just cause, or as any other basis for appropriate discipline.