

Town of Emerald Isle Whistleblower Policy

Effective: December 9, 2014

1st Edition Version of Policy



Introduction:

The Town of Emerald Isle requires all employees to observe high standards of professionalism and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Town of Emerald Isle, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations. It is also imperative that employees have an environment where they are free to report misconduct or policy violations without fear of reprisal or harassment.

Scope / Coverage:

This policy applies to all employees of the Town of Emerald Isle whether full-time, part-time, or seasonal, including Town supervised inmate laborers.

Purpose:

(A) Reporting. It shall be the policy of the Town of Emerald Isle that all employees shall be required to report any personal misconduct that violates department rules and regulations or any other behavior that constitutes a violation of the rules and regulations outlined in Town Policies, or that constitutes criminal conduct or a criminal act, to their immediate supervisor, a Department Head, or the Town Manager within a reasonable amount of time of knowledge of the violation.

Any employee who has knowledge of a violation of Town policy, or violation of rules and regulations governing personal conduct, or who has knowledge of another employee involved in criminal conduct or a criminal act and fails to report the violation within a reasonable amount of time of acquiring said knowledge, may be subject to disciplinary action up to and including dismissal.

(B) Prohibitions. No employee who in good faith reports a violation of Town policy or rules of conduct or who reports misconduct or criminal conduct by another employee of the department shall suffer harassment, retaliation, or adverse employment consequence.

Any employee who retaliates against another employee who has reported a violation in good faith is subject to disciplinary action up to and including dismissal.

Resolution Process:

This policy is intended to encourage and extend an open door policy to all employees, so that their questions, concerns, suggestions or complaints can be shared with someone who can address them properly. In most cases, an employee's immediate supervisor is the most appropriate position to address an area of concern or make a report. However, if the

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employee is not comfortable speaking with their supervisor or if they are not satisfied with the supervisor's response, then they are encouraged to utilize the appropriate chain of command to speak with someone in a supervisory position with whom they are comfortable in approaching with their report or concern. For suspected criminal violations, or when the employee is not comfortable with following the Chain of Command for reporting due to the nature of the violation or the individuals involved, employees may report violations directly to anyone in a supervisory position, a Department Head, or the Town Manager. Employees may also report violations directly to the Mayor, Mayor Pro-Tem or Town Attorney.

Investigation of Complaints/Allegations

The Town Manager shall be responsible for the investigation of all complaints and allegations filed and shall have unrestricted access to all employees implicated in the allegations for the purpose of completing a thorough and accurate investigation.

The Town Manager shall have unrestricted access to all available personnel and applicable resources for the purpose of reporting allegations, findings of an investigation and violations of policies or rules of conduct in all matters.

Any employee filing a complaint concerning a violation of suspected violation of the rules and regulations, policies and procedures of the department must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and shall subject the reporting employee to disciplinary action up to and including dismissal.

Violations or suspected violations may be submitted in person or in writing on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Any supervisor receiving a complaint shall be required to acknowledge receipt of the complaint to the reporting person within 24 hours. All reports of misconduct or violations will be promptly investigated and appropriate corrective action will be taken if warranted based on the results of the investigation.

Conclusion

The Town of Emerald Isle has developed this policy to ensure that all employees can work in an orderly, safe, and professional work environment. The Town will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved.

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Policy Acknowledgement Form
Review of Whistleblower Policy
Effective: **December 9, 2014**

I, _____, acknowledge receipt of a copy of the Town Of Emerald Isle's Whistleblower Policy. I hereby agree to abide by its content.

Employee Signature

Date

This document will be maintained in the employee's personnel file