

**Updated October 28, 2019**

## **WHISTLEBLOWER POLICY**

**CITY OF JAMESTOWN, NEW YORK**

The City of Jamestown, New York City Council adopts the following policy, approves its inclusion in the City's employee handbook, and directs the Corporation Counsel to ensure that the policy is (1) provided to all employees and volunteers, and (2) included in new employee orientation as well as ongoing training programs for employees and volunteers.

As set forth in its Code of Ethics, the City is committed to compliance with all applicable laws, regulations, and international conventions in all of its activities. The City requires lawful and ethical behavior of its Mayor, City Council and Appointed Officers and expects high standards of business and personal ethics in the fulfillment of their duties and responsibilities.

**Reporting.** The purpose of this policy is to support the City's goal of legal compliance. The City encourages its trustees, officers, employees, and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. It is the responsibility of all directors, officers, and employees to report legal or ethics violations.

If any individual reasonably believes that a policy, practice, or activity of the City is in violation of the law, public policy, or the City's Code of Ethics, that individual will be protected from retaliation if he or she reports the alleged policy, practice, or activity to the Corporation Counsel, City Council President, or City Comptroller and provides them with reasonable opportunity to investigate and correct the alleged unlawful activity. If the reporting individual is uncomfortable speaking with or not satisfied with the response of the foregoing individuals, the issue may be reported to any member of the City Council. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

**Retaliation.** No individual, including the Mayor, City Council and Appointed Officers, who make a good faith report under this policy (or who cooperates in inquiries or investigations) shall suffer harassment, retaliation, or adverse employment consequence. Any employee or volunteer who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination.

**Acting in Good Faith.** To be protected by this policy, individuals who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents a valid policy or legal violation. Unsubstantiated allegations or reports that prove to have been made falsely or maliciously will be viewed as a serious disciplinary offense, and any employee or volunteer who makes such an unsubstantiated allegation is subject to discipline up to and including termination.

**Acknowledgment.** My signature below indicates my acknowledgment of receipt and understanding of this policy. In addition, I verify that I have been given the opportunity to ask questions about the policy.

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Employee Signature and Date