

REVISED DRAFT Whistleblower Protection Policy

The Town of Dewey Beach “Town” requires commissioners, employees, committee members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Town of Dewey Beach, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally, in a timely manner, so that the Town of Dewey Beach can address and correct inappropriate conduct and/or actions. It is the responsibility of all commissioners, employees, committee members and volunteers to report concerns about violations of the Town of Dewey Beach’s Code of Conduct or suspected violations of law or regulations that govern the Town of Dewey Beach’s operations.

No Retaliation

Retaliation is against the law (<http://delcode.delaware.gov/title19/c017/index.shtml>). It is also contrary to the values of the Town of Dewey Beach for anyone to retaliate against any commissioner, employee, committee member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Town of Dewey Beach. An employee who retaliates against someone who has reported a violation in good faith will be subject to discipline up to and including termination of employment.

Reporting Procedure

The Town of Dewey Beach has an open-door policy allowing employees to share any questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or are not satisfied with the supervisor’s response, you are encouraged to contact the Town Manager directly. Supervisors and managers are required to immediately report complaints or concerns about suspected ethical and/or legal violations in writing or email to the Town Manager. The Town Manager has the responsibility to investigate all reported complaints or concerns in a timely manner. Employees with concerns or complaints may also submit concerns in writing or email directly to a supervisor or the Town Manager. If a concern or a complaint involves the Town Manager, the concern or complaint can be referred directly to the Mayor and/or the Town Commissioners. Both the Town

Solicitor and the town's contracted Human Resources Consultant are available to assist with inquiries, if requested.

Compliance Officer

The Town Manager is the Compliance Officer and therefore is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Town Commissioners of all complaints and their resolution and will report at least annually to the Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Town Manager shall immediately notify the Audit Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone reporting a complaint concerning a violation or suspected violation 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 disciplinary offense and may result in discipline up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions including civil lawsuits.

Confidentiality

Violations or suspected violations may be submitted 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. Anonymous submissions may be considered under certain circumstances.

Disclosure of violations or suspected violations to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.



Handling of Reported Violations

The Town of Dewey Beach's Town Manager will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. Time is of the essence with respect to these matters; therefore, all reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE 19971

Policy Approved by the Town Commissions on .

Town Manager

Mayor

