



## **TOWN OF DEWEY BEACH**

www.townofdeweybeach.com

105 Rodney Avenue  
Dewey Beach, DE 19971  
302-227-6363 (Voice or TDD)  
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### **Whistleblower Protection Policy**

It is vital to the transparency and good governance of the town that the employees and others within the Town, be able to bring to light serious concerns regarding the governance, legal responsibility and fiduciary duties of the Town, its employees and its representatives. This Whistleblower Policy is intended to encourage timely reporting of concerns, allowing the Town of Dewey Beach to 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**

Any commissioner, officer, employee 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 shall not be subject to retaliation. Additional protection from retaliation may also be available through the Delaware Whistleblowers' Protection Act (<http://delcode.delaware.gov/title19/c017/index.shtml>). 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.

#### **Open Door**

The Town of Dewey Beach has an open-door policy allowing employees to share any questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or are not satisfied with the supervisor's response, they should contact the Town Manager directly.

#### **Reporting Procedures**

Employees with concerns or complaints should submit their concerns in writing or e-mail directly to their supervisor or the Town Manager. Supervisors and managers are required to report immediately complaints or concerns about suspected ethical and/or legal violations in writing or e-mail to the Town Manager, who has the responsibility to investigate all reported complaints or concerns in a timely manner. If a concern or a complaint involves the Town Manager, the concern or complaint should be submitted directly to the Town Commissioners. Both the Town Solicitor and the Town's contracted Human Resources Consultant are available to assist with questions or submission of complaints.

**Accounting and Auditing Matters**

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

**Acting in Good Faith**

Anyone filing a written 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.

**Investigation and Resolution of Complaints**

The Town of Dewey Beach's Town Manager is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. An employee who submits a complaint will be informed that a prompt, confidential investigation will be conducted, corrective action taken, if warranted, and, irrespective of the conclusions reached as a result of the investigation, there will be no retaliation for a complaint submitted in good faith. The Human Resources Consultant and the Town Solicitor will be available to assist in the investigation and determination of any legal remedy. The Town Manager will advise the Town Commissioners of all complaints and provide updates during the investigation and their resolution.

All employees and supervisors have a duty to cooperate in the investigation of complaints. Failure to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, including termination.

The Town Manager will respond promptly to complaints and where it is determined such conduct has occurred, prompt action will be taken to eliminate the conduct and impose corrective actions, including disciplinary actions as necessary.

**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.

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.

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105 Rodney Avenue  
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The Whistleblower Protection Policy as Approved by the Town Commissioners on November 10, 2018.

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Town Manager

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Mayor