

VILLAGE OF NEWCOMERSTOWN

RESOLUTION NO.29-2025

PASSED: December 15, 2025

A RESOLUTION ADOPTING A WHISTLEBLOWER POLICY FOR THE VILLAGE OF NEWCOMERSTOWN

WHEREAS, the Village of Newcomerstown is committed to maintaining the highest standards of integrity, accountability, and transparency in all operations; and

WHEREAS, the Council for the Village of Newcomerstown recognizes the importance of providing employees, contractors, volunteers, and other stakeholders with a secure and confidential means to report suspected misconduct, unethical behavior, violations of law, fraud, waste, or abuse; and

WHEREAS, the Village seeks to establish a formal Whistleblower Policy to ensure proper reporting channels, protect individuals who report concerns in good faith, and outline procedures for impartial investigation of such reports; and

WHEREAS, the attached Whistleblower Policy provides comprehensive guidance regarding reporting methods, confidentiality protections, non-retaliation assurances, investigative procedures, training requirements, and responsibilities of Village leadership and employees; and

WHEREAS, Council finds it necessary and in the best interests of the Village to adopt this policy and incorporate it into the official policies and procedures of the Village of Newcomerstown.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Newcomerstown, Tuscarawas County, Ohio, that:

Section 1. The Whistleblower Policy attached hereto and incorporated by reference is hereby adopted as the official policy of the Village of Newcomerstown.

Section 2. All Village employees, contractors, volunteers, and other individuals performing work on behalf of the Village shall comply with the Whistleblower Policy.

Section 3. The Fiscal Officer is hereby directed to distribute the policy to all departments, include it in the Village's personnel policy manual, and ensure it is made available to all employees.

Section 4. This Resolution shall take effect and be in full force immediately upon passage.

Patrick M. Cadle, Mayor

Attest:

Lisa M. Spillman
Fiscal Officer

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Whistleblower Policy

1. The purpose of this Whistleblower Policy is to promote integrity, accountability, and transparency within the government administration. This policy provides employees, contractors, volunteers, and other stakeholders a safe and confidential way to report misconduct, violations of law, unethical behavior, or concerns related to waste, fraud, or abuse. The Village is committed to protecting whistleblowers from retaliation and ensuring that all reports are thoroughly and impartially investigated.

2. Scope

This policy applies to:

- All full-time, part-time, and temporary employees
- Contractors, consultants, and vendors
- Volunteers and interns
- Any individual performing work on behalf of the Village

The policy covers reporting of misconduct involving Village personnel, operations, funds, or resources.

3. Definitions

Whistleblower:

An individual who reports suspected misconduct, violations, or unsafe practices in good faith.

Misconduct:

Any action or omission that violates law, regulation, policy, ethical standards, or expected operational procedures.

Good Faith Report:

A report based on a reasonable belief that misconduct has occurred.

4. Reporting Channels

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Internal Reporting:

- Supervisor or Manager
- Human Resources Officer
- Council
- Administration

External Reporting:

- Inspector General offices
- State or federal oversight agencies
- Law enforcement authorities

5. Confidentiality

The Village will fully maintain the confidentiality of the whistleblower permitted by law. Information will be shared only with individuals who have a legitimate need to know.

6. Non-Retaliation

The Village strictly prohibits retaliation against any individual who reports concerns in good faith.

7. Investigation Procedures

All reports will be documented and logged by the Village Administration Office located at 308 S. College Street, Newcomerstown, Ohio 43832.

8. Training and Awareness

Employees will receive periodic training.

9. Responsibilities

Village Leadership, Supervisors, and Employees shall comply with this policy.