



## Town of Forest City, NC

### **Whistle Blower Policy** *Effective September 15, 2014*

The Town of Forest City requires all employees to observe high standards of business and personal ethics in the conduct of their Town duties and responsibilities. Employees of the Town of Forest City are encouraged to report verbally or in writing to their supervisor, department head, or any other appropriate authority, evidence of activity by an employee constituting:

1. A violation of State or Federal law, rule or regulation
2. Fraud
3. Theft
4. Malfeasance or misfeasance of State, Federal or Local resources
5. Substantial and specific danger to the public health and safety, or
6. Gross mismanagement, gross waste of monies, or gross abuse of authority.

Further, employees should be free of intimidation or harassment when reporting to public bodies about matters of public concern. The Town prohibits and will not tolerate any form of reprisal or retaliation against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee who, in good faith, has made or intends to make a report that there has been a violation of federal, state, or local law, regulation, or board policy due to a practice, policy, act or omission of the Town Council, of an employee, or of an entity/person with whom the Town has a business relationship.

No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee, in good faith, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any violation of federal, state, or local law, regulation or board policy.

No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has refused to carry out a directive which in fact constitutes a violation of federal, state, or local law, regulation or board policy, or poses a substantial and specific danger to the public health and safety.



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The Town supports an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor or department head is in the best position to address an area of concern. However, if the employee is making a report that involves alleged misconduct of the supervisor or department head or you are not satisfied with their response, the employee should report the matter directly to the Town Manager. If the report involves alleged misconduct of the Town Manager, the employee should report the matter to a member of Town Council.