

Title: **Whistleblower Policy**
Date of Current Version: **December 2018**
Replaces Version: **April 2012**

Background

It is the intent of The Center to comply with ethical standards, adhere to all applicable laws, regulations, and policies, and carry out its business in a transparent fashion. The Whistleblower Policy supports this by encouraging staff and volunteers to come forward with credible information on activities believed to be illegal, dishonest, unethical, or otherwise improper without fear of retaliation.

Whistleblower Policy

1. Individuals who report activities carried out by The Center, employees, or volunteers that they believe to be illegal, unethical, or in violation of Center policy shall be protected from retaliation of any sort to the extent provided by law, by the City's Personnel Policies, and applicable collective bargaining agreement. This includes:
 - a. Protection from an adverse employment action.
 - b. Prohibition against release of confidential or personal information, unless the information is required by law or through investigation to be released.
2. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
3. A volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position. An employee who retaliates is subject to discipline as provided by the City's Personnel Policies and applicable collective bargaining agreement.
4. Participants, visitors, or volunteers wishing to report a suspected offense should speak to a professional level staff person with whom they feel comfortable. Staff members wishing to report a suspected offense should report to their supervisor or a supervisor whose employment status is ranked just above the individual most closely involved with the offense.
5. Any action/review carried out by the Senior Center Commission shall take place in an open session and no documents shall be confidential.

Administration

Depending upon the nature of the complaint, the policy will be administered by the coordinator or designee, Senior Center Commission, or City Manager. The whistleblower is not responsible for investigating the activity believed to be illegal, unethical, or dishonest or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Approved by the Senior Center Commission on: January 24, 2019