

TOWN OF NEW HAVEN WHISTLEBLOWERS POLICY

The Town of New Haven ("Town") requires town officials and employees 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 New Haven, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all town officials and employees to comply with the Town Code and Town Policies and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Town official or employee who, in good faith, report a violation of the Town Code or Town Policies shall suffer harassment, retaliation or adverse employment consequence for reporting a violation. A Town employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Town of New Haven prior to seeking resolution outside the Town.

Reporting Violations

The Town has 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 department head is in the best position to address an area of concern. However, if you are not comfortable speaking with your department head or you are not satisfied with your department head's response, you are encouraged to speak with the Town Supervisor, or if a conflict exists the Deputy Supervisor. Department heads are required to report suspected violations of the Town Code and Town Policies to the Town Supervisor. For suspected fraud, or when you are not satisfied or uncomfortable with following the Town's open-door policy, individuals should contact the Town Supervisor directly. If in the event the suspected violation involves the Town Supervisor, then the complaint should be filed directly with the Town Board.

Town Supervisor or Deputy Town Supervisor

The Town Supervisor, or if a conflict exists the Deputy Supervisor, is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Town Code and, at his or her discretion, shall advise the Town Board. The Supervisor has direct access to the Town Board and is required to report to the Town Board on compliance activities.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Town Code or Town Policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Town Code or Town Policies. 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 subject to discipline up to and including termination of employment.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Town Supervisor or the Deputy Supervisor will notify the complainant and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation. The Town Board shall be notified and copied on all violations or suspected violations. However, all complaints will be treated as a personal matter and confidential in nature, not subject to FOIL, unless otherwise required under law.

Adopted by the Town Board of the Town of New Haven this 16th day of January, 2024.