

# **Town of Butternuts**

## **Whistleblower Policy**

**Adopted as reviewed, Oct. 9. 2024**

Employees are encouraged to come forward with credible information on illegal practices or serious violations of adopted policies of the Town of Butternuts.

Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

The Town of Butternuts prohibits retaliation by or on behalf of the Town against staff for making good faith complaints, reports or inquiries under this policy for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. However, employees who file reports or provide evidence which they know to be false or without a reasonable belief in the trust and accuracy of such information will be subject to disciplinary action, including termination of employment.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaint, report or inquiry. Such reports should be directed to the Town Supervisor unless he/she is implicated in the complaint, in which case the report should be made to the Town Attorney.

The Town Supervisor will conduct a prompt review of the complaint. Employees should be aware that the Town may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.