

Whistleblower Policy

The purpose of this whistleblower policy is to provide direction to all current and former employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors of the Village of Irma regarding the communication of concerns on questionable financial, operational, or safety matters.

Defined Terms

For the purpose of this policy “Village” refers to the Village of Irma.

For the purpose of this policy “The Whistleblower” refers to any employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors which work or volunteer for the Village of Irma or any member of the public who has reported a whistleblower incident.

For the purpose of this policy “inappropriate” means purposely and with malice as opposed to accidentally and unaware.

For the purpose of this policy “staff” refers to any employee of the Village of Irma including Full time, part time, elected, and contracted.

Whistleblower Incident

A “whistleblower incident” is defined as a concern related to the Village of Irma’s financial, operational, or safety matters. For greater clarity, whistleblower incidents are intended to include, but are not limited to, the following:

- Purposely changing work from one project to other projects to stay on budget;
- “Side deals” or “under the table” dealings with contractors for personal benefit;
- Receiving personal kickbacks or significant gifts (over \$100) from contractors or vendors which could create bias in the tendering process;
- Inappropriate recording or reporting of revenues, or lack thereof;
- Inappropriate classification of assets and/or liabilities;
- A deliberate disregard or circumvention of The Village’s policies;
- Embezzlement of the Village’s assets by an individual or group of individuals;
- Inappropriate occurrences at a Village event; and
- Inappropriate projects for the benefit of a landowner or business, and not necessarily in the Village’s interest.

Policy Statements

It is the policy of the Village of Irma that the Whistleblower must immediately communicate *whistleblower incidents* as soon as the Whistleblower becomes aware of

such situations. *Whistleblower incidents* shall be communicated to the CAO, Council, or any other agency allowed to be contacted, unless the matter regards them.

It is the policy of the Village that the Whistleblower will not be discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against as a result of communicating a *whistleblower incident*. Any Village of Irma employee found to be in violation of this policy will face disciplinary action. Continued violation of this policy (i.e. continued harassment of the Whistleblower) may result in termination of employment.

The Village will not protect a Whistleblower who intentionally makes false accusations in reporting of a *whistleblower incident*. False accusations will be punished with suspensions or less work days.

It is the policy of the Village of Irma to treat all *reported whistleblower incidents* in a confidential and sensitive manner. In addition, the Whistleblower shall be provided the opportunity to remain anonymous.

Applicability

This policy applies to all current and former employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors of the Village of Irma.

Passed on January 14, 2014 meeting, motion 14-6

Staff initials