

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: Policy Governing Public Disclosure of Information ("Whistle Blower" Policy) **FILE UNDER SECTION NO.:** 9
POLICY NO.: 904

EFFECTIVE DATE: March 2, 2012

SUPERSEDES: December 19, 2006

APPROVED: 

POLICY

It is the Authority's policy to protect employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by any employee of Member. Any employee who discloses information regarding improprieties in the aforementioned areas in good faith shall be protected from any retaliatory act by the Authority or its Members, officers, or employees.

Any employee who has disclosed information regarding acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior who feels that he or she has suffered from retaliation from any Member, officer, or employee should immediately refer his or her complaint in writing to the Director of Administration who shall investigate the complaint and issue a written report to the Chief Executive Officer. It shall then be the Chief Executive Officer's responsibility to forward the complaint and written report to the Board Members for review and action.

In the event an employee has disclosed information regarding acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior of the Director of Administration or the Chief Executive Officer or has suffered from retaliation from the Director of Administration or the Chief Executive Officer, or as otherwise appropriate, the employee may refer his or her complaint in writing to the Governance Committee of the Authority's Board. The Governance Committee shall then investigate or cause an appropriate person under the circumstances to investigate said complaint and issue a written report. The Governance Committee shall forward the complaint and written report to the Board Members for review and action.