

Ithaca Urban Renewal Agency Whistleblower Policy

1. Purpose

It is the policy of the Ithaca Urban Renewal Agency (IURA) to afford certain protections to individuals who in good faith report violations of the IURA's Code of Ethics or other instances of potential wrongdoing within the IURA. The Whistleblower Policy set forth below are intended to encourage and enable employees and IURA officials to raise concerns in good faith within the IURA and without fear of retaliation or adverse personnel action.

2. Definitions

For the purposes of this policy, the following terms shall be defined as set forth in this section.

- a. Employee - any employee paid by the IURA.
- b. Good Faith - Information concerning potential wrongdoing is disclosed in "good faith" when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential wrongdoing.
- c. IURA Official - Any officer, member, or committee member, of the IURA.
- d. Personnel Action - Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.
- e. Whistleblower - Any Employee or IURA Official (as defined herein) who in good faith discloses information concerning wrongdoing by another employee or IURA official, or concerning the business of the IURA itself.
- f. Wrongdoing - Any alleged corruption, fraud, criminal or unethical activity, misconduct, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by an Employee or IURA Official (as defined herein) that relates to the IURA.

3. Reporting Wrongdoing

Any Employee who has credible knowledge of potential wrongdoing concerning an Employee, an IURA Official, or of the IURA itself, is encouraged to report such activity to their supervisor. If the Employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, an Employee is encouraged to speak with the Director of Community Development, Executive Director or the IURA Chairperson.

Any IURA Official who has credible knowledge of potential wrongdoing concerning an Employee, an IURA Official, or of the IURA itself, is encouraged to report such activity to the Director of Community Development, the Executive Director or the IURA Chairperson.

All reports of potential wrongdoing shall be managed in accordance with the following procedure:

- a. The individual to whom the potential wrongdoing is reported shall notify the individual who submitted the claim of potential wrongdoing and acknowledge receipt of the reported violation or suspected violation.
- b. The individual to whom the potential wrongdoing is reported shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to their supervisor, the Director of Community Development, the Executive Director, the IURA Chairperson, or an appropriate law enforcement agency where applicable.
- c. All complaints will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
- d. The identity of the Whistleblower and the substance of his or her allegations will be kept confidential to the best extent possible consistent with investigation of the alleged wrongdoing.

4. No Retaliation or Interference

No Employee or IURA Official shall retaliate against any Whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority; and, no Employee or IURA Official shall interfere with the right of any other Employee or IURA Official by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are strictly prohibited and:

- a. An Employee or IURA Official who in good faith discloses potential violations of the IURA's Code of Ethics or other instances of potential wrongdoing, shall suffer harassment, retaliation or adverse personnel action.
- b. All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by the IURA.
- c. Any Employee or IURA Official who retaliates against or had attempted to interfere with any individual for having in good faith disclosed potential violations of the IURA's Code of Ethics or other instances of potential wrongdoing is subject to discipline, which may include termination of employment for an Employee and suspension or removal from office for an IURA Official.
- d. Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

5. Other Legal Rights Not Impaired

The Whistleblower Policy and Procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

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