

# **CITY OF BOSCOBEL POLICY STATEMENT**

Approved: March 5, 2012

## **DISCLOSURE AND REPORTING SUSPECTED UNLAWFUL CONDUCT**

The City of Boscobel encourages and expects its employees to immediately disclose to appropriate City Officials any and all information, which an employee reasonably believes to show unlawful conduct by the City, its officials, employees or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination and any other activity prohibited by law.

The purpose of the policy is to allow the City of Boscobel the opportunity to investigate the alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. The City of Boscobel has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant

If a City of Boscobel employee has information which he/she reasonably believes to show that the City, its officials, employees or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to the City of Boscobel so corrective measures can be instigated immediately for the City's protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Boscobel City Administrator and a copy of the original document is to be retained by the reporter. NOTE: if the City Administrator is the source of the alleged unlawful activity, then a written disclosure should be made directly to the Mayor. The City Administrator or Mayor shall forward the employee's report to appropriate agents of the city for confidential review and investigation.

The report may be submitted on anonymous basis if the person so desires. However, an investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Employee reports or disclosures made in good faith by any City of Boscobel employee under this policy will be protected from any adverse employment action, which could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner which would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. The City of Boscobel reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of City government.