

TOWN OF THURSTON NON-RETALIATION POLICY

PURPOSE: The Town of Thurston requires its employees and elected and appointed officials to observe high standards of business and personal ethics in the conduct of their day to day duties and responsibilities. All representatives of the Town of Thurston are expected to be honest and show integrity while performing their responsibilities and to comply with all applicable laws and regulations.

POLICY: Any employee, elected, or appointed official who reports a violation of the Code of Ethics or the Workplace Violence Prevention Policy shall not suffer harassment, retaliation, or adverse consequences. In addition, any employee who retaliates against someone who has reported a violation in good faith is subject to discipline which may include termination of employment.

The Non-Retaliation Policy is intended to encourage and enable employees, elected, and appointed officials to raise serious concerns within the Town of Thurston prior to seeking resolution outside of the Town of Thurston.

REPORTING VIOLATIONS: Employees, elected, and appointed officials should report their questions, concerns, suggestions, or complaints to their immediate Supervisor. If such employee, elected or appointed official is not comfortable speaking with their immediate Supervisor or is not satisfied with their response, that person is encouraged to report such to any Town Council Member or the Town Attorney.

REPORTING RESPONSIBILITY: It is the responsibility of all employees, and elected or appointed officials to comply with and to report violations or suspected violations of the Code of Ethics or the Workplace Violence Prevention Policy

Any good faith report, concern, suggestion, or complaint is fully protected by this policy even if such report, after investigation, is not substantiated.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information reported indicates a violation of the Code of Ethics or Workplace Violence Prevention Report. Any allegations or reports that prove not to be substantiated and that have been made with malicious intent or with knowledge that they were false will be treated as a serious disciplinary offense.

CONFIDENTIALITY: The Town of Thurston will use its best efforts to protect the confidentiality of the complainant for any good faith report if the complainant so requests. Violations or suspected violations may be submitted anonymously or on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential as much as possible consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS: All violations or suspected violations will be promptly addressed and investigated, and appropriate corrective action taken if warranted by the investigation. The complainant will be informed once follow-up has or is occurring within two weeks after the Supervisor, Town Council, or Town Attorney has received such complaint or report. The Board of Ethics shall be informed of all such complaints or reports.