

FALMOUTH HOUSING AUTHORITY WHISTLEBLOWER POLICY

FHA requires its employees to conduct their duties and responsibilities in a manner which is consistent with the law and which is not illegal. The purpose of this policy is to encourage employees and volunteers of FHA to report any action or suspected action taken within FHA that is illegal, fraudulent or in violation of any adopted policy of FHA, to sources within FHA before going to parties outside FHA to obtain corrective action. This policy applies to any matter which is related to FHA's business and does not relate to the private acts of an individual which are not done as part of FHA's business.

FHA will not retaliate in any way against an employee who makes a report in accordance with this policy and will not tolerate retaliation by any other employee against an employee who makes a report in accordance with this policy. An employee who retaliates against another employee making a report in accordance with this policy will be subject to appropriate discipline by FHA.

In order to qualify under this policy, the report must be made in good faith and with a reasonable basis for believing that the reported activity is illegal, fraudulent, or in violation of a policy adopted by FHA. FHA encourages the making of such reports. If an employee makes a report in bad faith and with no reasonable basis for believing that the activity is illegal, fraudulent, or in violation of a FHA policy, FHA reserves the right to take appropriate disciplinary action.

An employee who wishes to make a report in accordance with this policy should make the report to the Executive Director or, if the employee is not comfortable doing so, to the Chairman of the Board of Commissioners. The report should be made in writing in order to facilitate an investigation, unless there are extenuating circumstances which make a verbal report appropriate. The report and the identity of the reporting employee will be kept confidential to the extent reasonably possible, but only if a competent investigation can be conducted in such circumstances and subject to the requirements of applicable laws and any need to cooperate with law enforcement officials.

Upon receiving a qualifying report, the Executive Director/Chairman of the Board who received the report will commence an investigation. If it is determined that an investigation is not appropriate, the Executive Director/Chairman of the Board receiving the report will provide an explanation to the reporting employee. If an investigation is conducted, corrective action will be taken if appropriate. In any event, the Executive Director/Chairman of the Board receiving the report will explain the results of the investigation to the reporting employee.

This policy is in addition to, and supplements, any other workplace policies and procedures of FHA, such as FHA's Sexual Harassment Policy. This policy does not affect or replace an employee's rights under any State or Federal law.

Approved by Falmouth Housing Authority Board of Commissioners on December 9, 2015.