

# WHISTLEBLOWER POLICY

A “whistleblower”, as used in this policy, is an employee of the City of Richmond, Kentucky (City) who reports an activity, to one or more of the officials designated below, that he or she believes in good faith to be illegal or dishonest. The whistleblower does not have the authority or the responsibility for investigating any suspect activity or for determining fault or corrective measures.

An activity is illegal or dishonest if the activity violates a Federal Law, State Law or City Ordinance. Examples of illegal activities are billing for services not performed, billing for goods not delivered, theft of services or property belonging to the City, taking kick-backs, making fraudulent financial reporting, threatening or intimidating an employee or other person with the intention to cover up any such activity, etc.

If an employee has knowledge of or concern about an activity that the employee believes in good faith to be illegal or dishonest, the employee shall report details of the conduct to the City Manager or the Mayor. If the employee fears that these designated officials are part of the prohibited activity or for any other reason could be prejudiced against such a report, the employee shall instead report details of the conduct to the City Attorney. The employee must exercise sound judgment to avoid making baseless allegations.

Whistleblower protections, including confidentiality and protection against retaliation, will be provided as allowed for in State and Federal law/legislation. Any whistleblower who believes he or she is being retaliated should follow the Grievance Procedure contained in the City’s “Personnel Policy and Procedures Manual”.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged or is being investigated.

Employees with any questions regarding this policy should contact the City Manager.