



Inc Village of Lynbrook Whistleblower Protection Policy

The Village of Lynbrook requires board members, volunteers and employees (Village Personnel) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Village of Lynbrook, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Village of Lynbrook can address and correct inappropriate conduct and actions. It is the responsibility of all board members, volunteers and employees to report concerns about violations of the Village of Lynbrook's code of ethics or suspected violations of law or regulations that govern the Village of Lynbrook's operations.

No Retaliation

It is contrary to the values of the Village of Lynbrook for anyone to retaliate against any Village personnel, who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Village of Lynbrook. Any Personnel who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Village of Lynbrook has an open-door policy and suggests that employees discuss (or write) their questions, concerns, suggestions or complaints to their supervisor. If you are not comfortable contacting your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak or write to the Mayor or Village Attorney. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Village Attorney who has the responsibility to investigate all reported complaints.

Compliance Officer

The Village of Lynbrook Attorney is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Village Attorney will advise the Mayor and Board of Trustees and Village Administrator of all complaints and their resolution.

Accounting and Auditing Matters

The Village of Lynbrook's Attorney shall immediately notify the Mayor and Village Administrator of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with them and Village Auditors as necessary.

Acting in Good Faith/False Allegations:

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. Violators are subject to disciplinary action, up to and including termination.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Village Attorney will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Conflict of Interest

The Village will make every effort to ensure that those named in a complaint or are too closely associated with those involved in the complaint will not be part of the investigative team or efforts.

**VILLAGE OF LYNBROOK
COMPLAINT OF WORKPLACE WRONG DOING**

NAME OF
COMPLAINANT _____

ADDRESS _____

HOME/CELL PHONE _____ WORK PHONE _____

DATE OF HIRE _____

DEPARTMENT EMPLOYED IN _____

DEPARTMENT HEAD _____

NAME & TITLE OF PERSON(S) COMPLAINED OF:

DATE(S) OF INCIDENT(S) _____ TIME(S) _____

DESCRIPTION OF INCIDENT(S) _____

ARE YOU STILL EMPLOYED WITH THE VILLAGE OF LYNBROOK _____?

ACTION YOU ARE SEEKING _____

SIGNATURE _____ DATE _____

VILLAGE OF LYNBROOK
NOTICE OF WITHDRAWAL OF COMPLAINT OF WRONG DOING

COMPLAINANT'S NAME _____

TITLE & DEPARTMENT _____

DATE COMPLAINT FILED _____

DEPARTMENT HEAD NOTIFIED _____

I hereby withdraw this complaint and agree that no further action is required on it.

Complainant's Signature

Date