



Washoe County Employees Association

Whistleblower Protection Policy

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

Reporting Responsibility

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

No Retaliation

It is contrary to the values of WCEA for anyone to retaliate against any board member, officer, employee, volunteer, or member 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 WCEA. An employee, board member, officer, volunteer, or member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or membership.

Reporting Procedure

WCEA has an open door policy and suggests that employees, board members, officers, volunteers, or members share their questions, concerns, suggestions or complaints with their supervisor or the Board of Directors. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Board of Directors which has the responsibility to investigate all reported complaints. The Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

Acting in Good Faith

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.



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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 WCEA's Board of Directors 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.

This policy is adopted by the WCEA Board of Directors on October 10, 2018 and takes immediate effect.