



Whistleblower Policy

Purpose

To establish reporting procedures and protection should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224. For the purpose of this document, employee is defined as any Board member, volunteer, explorer, and/or person providing services to the Lookingglass Rural Fire District.

Procedures

- I. The District encourages any employee with knowledge of or concern of an illegal, dishonest, or fraudulent District activity to report it to the Board President or his/her designee. The report may be written or verbal. The employee may also provide the information to another District Board Member, trusted volunteer fire officer, a state or federal regulatory agency, a law enforcement agency, or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues shall be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Such measures shall be approved by the Board of Directors no later than the second monthly Board meeting following report of issues to the Board. Examples of illegal or dishonest activities which are violations of federal, state, or local laws include: billing for services not performed or for goods not delivered, fraudulent financial reporting, discrimination, harassment, and bullying. For any employee wishing more information, further details can be obtained from the Board President.
- II. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- III. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, comply with the law, and provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to,

protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Board President or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

- IV. All reports of confirmed illegal and/or dishonest activities will be promptly forwarded to the Board President or designee who is responsible for investigating and coordinating corrective action.

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