



## Local Policies – Administration and Governance

### Whistleblower

#### Effective Date

10/11/2023

#### Purpose

The Northeast Iowa Workforce Development Board (NEIWDB) recognizes the importance of maintaining an ethical and compliant work environment. This policy encourages employees, volunteers, and affiliated individuals to promptly report any violation of policy, procedure, ethics, illegal activities, or other misconduct by employees, volunteers, or others associated with the organization. The NEIWDB is committed to ensuring that individuals who report such violations in good faith are protected from harassment, retaliation, or adverse employment consequences. Additionally, this policy establishes procedures for reporting violations and conducting thorough investigations to address any reported concerns.

#### Policy

##### Reporting Process

Reports of violations or suspected violations can be made directly to the Executive Director, Board Chair, Vice-Chair, or any special committee constituted by the NEIWDB to receive and process confidential information.

- If the reported activity or misconduct involves the Executive Director, the report should be directed to the Board Chair or Vice-Chair.
- Violations or suspected violations may be submitted confidentially by the complainant or anonymously.

##### Confidentiality

The NEIWDB will make every effort to keep reports of violations or suspected violations confidential to the extent possible while ensuring an adequate investigation can be conducted. Only those directly involved in the investigation and decision-making will be informed about the reported violation or misconduct.

##### Acknowledgement of Receipt

Upon receiving a complaint, the designated recipient will acknowledge receipt of the reported violation or misconduct within five business days.

##### Investigation and Corrective Action

The appropriate authority will promptly and thoroughly investigate all reports. If the investigation reveals a violation has occurred, appropriate corrective action will be taken promptly based on the findings and in accordance with the organization's policies and procedures. Corrective Actions may include but are not limited to, retraining, counseling, warnings, disciplinary actions, and in severe cases termination of employment.



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### **Whistleblower Protection**

No individual who makes a good faith report of a violation shall suffer harassment, retaliation, or adverse employment consequences due to their report. Any employee, board member, or volunteer found to have retaliated against someone who has reported a violation in good faith will be subject to disciplinary action, up to and including termination of employment.

### **Non-Retaliation Assurance**

The NEIWDB will actively promote an environment that discourages retaliation against individuals who report violations or misconduct and will take appropriate measures to prevent and address any potential acts of retaliation.