

**COUNTY OF BRUNSWICK  
WHISTLEBLOWER POLICY  
ADMINISTRATIVE POLICY  
EFFECTIVE: JANUARY 1, 2015**

**A. POLICY**

The Whistleblower Policy encourages employees to come forward with credible information on illegal practices or serious violations of Brunswick County policies and procedures. This policy describes how to report suspected wrongdoing and specifies that the Board of Supervisors will protect the reporting person from retaliation.

**B. ENCOURAGEMENT OF REPORTING**

The Board of Supervisors expects reports about illegal practices or serious violations of Brunswick County policies, including illegal or improper conduct by the Board of Supervisors itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include:

- Financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies,
- Matters of alleged discrimination or harassment via Human Resources channels, unless those channels are themselves implicated in the wrongdoing,
- This policy is intended to encourage reporting of wrongdoing, and is not intended to provide a means of appeal for general adverse employment decisions.

**C. PROTECTION FROM RETALIATION**

The Board of Supervisors prohibits retaliation against staff for making good faith complaints, reports, or inquiries under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Retaliation is any adverse action taken against an employee for reporting information pursuant to this policy. The Board of Supervisors reserves the right to discipline persons who make knowingly false complaints, reports, or inquiries in bad faith.

**D. WHERE TO REPORT**

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. The report of the incident shall include:

- Names of involved employee(s) and other parties
- Factual description in detail of the specific violation

Complaints should be directed to the County Administrator and/or Chair of the Board; if both persons are implicated in the complaint, report, or inquiry, it should be directed to the Vice Chair of the Board. The Board of Supervisors will conduct a prompt, discreet, and objective review or investigation. Employees must recognize that the Board of Supervisors may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

#### **E. DISCIPLINE OF RETALIATING EMPLOYEE**

Any employee of Brunswick County who retaliates against an individual in violation of this policy will be subject to discipline up to and including termination.

#### **F. ADMINISTRATION**

The County Administrator shall be responsible for administration of this policy.