



Policy Title		Whistleblower	
Control Number HR001	Policy Date 04/06/2015	Revision Date new	

Purpose

To establish procedure for an Employee's protected reporting of unlawful practices or activities

Scope

All Scotland County Employees

Policy Statement

It is the policy of Scotland County that all employees adhere to a high standard of business and personal ethics. All employees are expected to report any incidents which they reasonably believe are not in accordance with the policies, practices and procedures of Scotland County or activities in violation of law, as well as any suspicious or fraudulent activities.

Types of Events

The following are types of actions that may be reportable under this policy, but not limited to.

- A violation of State or Federal law, rule or regulation
- Fraud
- Theft
- Malfeasance or misfeasance of State, Federal or Local resources
- Substantial and specific danger to public health and safety
- Mismanagement, waste of monies, or abuse of authority

Reporting Guidelines

A Complainant may report unlawful activities verbally or in writing to their supervisor, Departmental Human Resources contact (DSS, Health, Sheriff), Department Head or directly to the Scotland County Human Resources Manager, or any other appropriate authority.

If the Complainant is comfortable the first report should be to his/her immediate supervisor. If the Employee is uncomfortable, the report may be made directly to the Department Human Resources contact (DSS, Health, Sheriff), Department Head or the Scotland County Human Resources Manager. Supervisors are responsible for reporting any received concerns to Human Resources.

Once a complaint is received a prompt and thorough investigation will be initiated. Effort will be made to maintain the Complainant's identity as confidential. The confidentiality of the Complainant's identity cannot be guaranteed.

Protection from Retaliation

Scotland County prohibits any form of reprisal, retaliation or otherwise discriminatory actions against a Complainant who, in good faith, makes or intends to make, a complaint under this policy.



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The County Manager shall ensure reasonable steps to protect the Complainant from retaliation.

This policy supports all protections offered by North Carolina Statute G.S. 126-84-88.