

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Town Volunteers, Elected Officials and Appointed Employees

FROM: The Board of Selectmen

DATE: February 25, 2011

RE: Whistleblower Policy

The Town of Duxbury encourages persons in appointed, elected and volunteer positions to come forward if they have credible information regarding illegal or improper practices or serious violations of adopted policies of the Town of Duxbury as outlined in MGL Ch. 149, Section 185. This policy identifies where such information can be reported in good faith for review or investigation, and explains that persons reporting this kind of information will be protected from retaliation.

This policy is being distributed to all persons in appointed, elected and volunteer positions. Please review the attached policy carefully, and contact the Human Resources Officer with any questions.



Town of Duxbury Whistleblower Policy

(Reporting Suspected Violations of Law and Policy as outlined in MGL Ch. 149, Section 185)

The Whistleblower Policy of the Town of Duxbury: (1) encourages persons in appointed, elected and volunteer positions to come forward with credible information on illegal practices or serious violations of adopted policies of the Town of Duxbury; (2) specifies that Town of Duxbury will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The Town of Duxbury encourages complaints, reports or inquiries about illegal practices or serious violations of the Town's policies, including illegal or improper conduct by the Town itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects, on which the Town has existing complaint mechanisms, should be addressed under those mechanisms, such as matters of alleged discrimination or harassment which are handled via the Town's Human Resources channels, unless those channels are themselves implicated in wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. Protection from retaliation. The Town of Duxbury prohibits retaliation by or on behalf of the Town against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Town reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential basis. The reporting party should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Human Resources Officer, if this person is implicated in the complaint, report or inquiry, the complaint should be directed to the Town Manager. If both of those persons are implicated in the complaint report or inquiry, the complaint should be directed to the Chairperson of the Board of Selectmen. The Town of Duxbury will conduct a prompt, discreet and objective review or investigation; no party to the investigation, or the employee of the Town, shall disclose information about the review or investigation to anyone not involved in the investigation. Appointed, elected and volunteer positions must recognize that the Town may be unable to fully evaluate a vague or general complaint, report or inquiry.

Adopted by the Board of Selectmen on December 20, 2010

Town of Duxbury, Massachusetts

OFFICE OF HUMAN RESOURCES



Date: _____

Printed name: _____

Position: _____

Department: _____

Employee Status (circle one): active/retired/former employee

Nature of complaint(s):

(continued on the next page)

Substantiating documentation (circle one): attached/to follow

Signature: _____