

THE TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 7.12 PAGE NO. Page 1 of 2
Chapter 7: Employee Conduct	INITIAL EFFECTIVE DATE:
Title: WHISTLEBLOWING POLICY	LAST REVISION DATE:

Purpose

The Town of Prosper is committed to high standards of ethical, moral, and legal business conduct. In line with the Town of Prosper’s commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to provide protection for employees if individuals raise concerns regarding the Town of Prosper, such as:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with the Town of Prosper’s policy, including the Code of Business Conduct; or
- activities which otherwise amount to serious improper conduct.

Safeguards

Harassment or Victimization – Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality – Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.

Anonymous Allegations – This policy encourages employees to put their names to allegations. Appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations – Allegations in bad faith may result in disciplinary action.

Process for Raising a Concern

Reporting – The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those related to financial reporting or unethical or illegal conduct, may be reported directly to the Human Resources Director, at 972.569.1013, 121 W. Broadway Street, Prosper, TX 75078.

Employment-related concerns should continue to be reported through your normal channels such as your direct supervisor, department director, or the Human Resources Director.

Nothing in this Manual is to be construed to create a contract between the Town and its employees or create a contractual entitlement to any benefits or employment. Any benefit, rule, or provision provided in this Manual may be modified or withdrawn at any time without notice, except as provided by federal or state laws.

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Timing – The earlier a concern is expressed, the easier it is to take action.

Evidence – Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith.

How the Report of Concern Will be Handled

The action taken by the Town of Prosper in response to a report of concern under this policy will depend on the nature of the concern. The Town Manager and Finance Committee of the Town of Prosper shall receive information on each report of concern and follow-up information on actions taken.

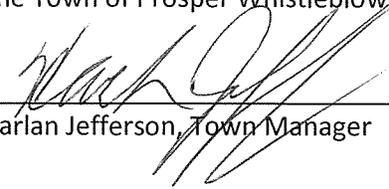
Initial Inquiries – Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information – The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from, or provided to, the person reporting the concern.

Illegal Reporting – Reports involving illegal actions will be handled in accordance with local, state, and/or federal laws.

NOTE: Reports involving public safety uniformed employees will be handled in accordance with state and federal law.

The Town of Prosper Whistleblowing Policy is hereby approved this 13th day of September, 2013.



 Harlan Jefferson, Town Manager

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