



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Whistleblower - Retaliation Prevention Policy

The Board of the Cape Vincent Local Development Corporation (“Corporation”) is committed to providing a work environment in which staff -- when they reasonably believe that acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by a staff or board member have occurred -- can raise their concerns in good faith, free of discrimination, retaliation, adverse employment action or harassment.

The Board strictly prohibits reprisal, discrimination, retaliation, firing, discharge, demotion, suspension, threats or harassment of any kind against any employee who, based on a reasonable belief that such conduct or practices have occurred or are occurring, reports that information to the individual(s) designated in this policy as having the authority to investigate, discover or terminate any such conduct or practice.

All reports will be taken seriously and will be promptly investigated. The specific action taken in any particular case will depend on the nature and gravity of the conduct or circumstances reported and the quality of the information provided.

Any complaint may be reported by contacting the Corporation’s Board Chair or Chair of the Governance Committee. Complaints must be made in writing. The complaint shall include the name of the reporter, whose identity shall be held in confidence to the extent consistent with law by the person(s) receiving it and those who investigate it. All complaints and concerns will receive the same level of attention and shall be promptly and thoroughly investigated by the Governance Committee.

Corporation staff and board members are required to cooperate with the Governance Committee’s investigation. Upon completion of the Governance Committee’s investigation, which shall be completed within sixty (60) days of receipt of the complaint, its factual findings, conclusions and recommendations shall be communicated to the Corporation’s Board in writing.

Where the Governance Committee finds reason to believe that a crime may have been committed, the Board shall refer the matter to law enforcement. If the Chair of the Governance Committee is involved in the alleged misconduct, he/she shall take no part in the investigation and shall not be provided with information regarding such investigation until such time as its conclusions are delivered to the Board.



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Should a Board member, officer or employee believe in good faith that disclosing information to the Board Chair or Chair of the Governance Committee pursuant to the paragraphs above would likely subject him/her to adverse personnel action or be wholly ineffective, the individual may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office's toll free number (1-800-560-1770) should be used in such circumstances.

Approved and adopted this <date> day of <month> 2021