



The Town of
Millville
a beautiful way of life

36404 Club House Road
Millville, DE 19967
Phone: 302.539.0449
Fax: 302.539.0879
www.millville.delaware.gov

Whistleblower Protection Policy

The Town of Millville requires council members, commissioners, employees, and volunteers to conduct the highest standards of business and personal ethics in their duties and responsibilities. As employees and representatives of the Town of Millville, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage timely reporting and concerns, allowing the Town of Millville to address and correct inappropriate conduct and/or actions. It is the responsibility of all council members, commissioners, employees, and volunteers to report concerns about violations of the Town of Millville's Code of Conduct or suspected violations of law or regulations that govern Town of Millville's operations. It is vital to the transparency and good governance of the Town that the employees and others within the Town be able to bring to light serious concerns regarding the governance, legal responsibility, and fiduciary duties of the Town.

No Retaliation

Any council member, commissioner, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Town of Millville shall not be subject to retaliation. An employee who retaliates against someone who has reported a violation in good faith will be subject to discipline up to and including termination of employment. Additional protection from retaliation may also be available through the Delaware Whistleblowers' Protection Act <https://delcode.delaware.gov/title19/c017/index.html> .

Reporting Procedures

The Town of Millville has an open-door policy allowing employees to share any questions, concerns, suggestions or complaints with Town Manager or designee. Employees with concerns or complaints shall submit them in writing or e-mail directly to their supervisor or Town Manager. The Town Manager will promptly begin investigating all reported complaints or concerns. If a concern or a complaint involves the Town Manager, the concern or complaint shall be submitted directly to Town Council. Both the Town Solicitor and the Town Manager are available to assist with questions or submission of complaints.

Accounting and Audit Matters

The Town Manager shall immediately notify the Town Solicitor of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Town Solicitor until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, up to and including dismissal from the volunteer position or termination of employment.

Investigation and Resolution of Complaints

The Town of Millville's Town Manager is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved and shall assemble the necessary resources to an effective, thorough, and neutral investigation with a resolution of the complaint.

The person/employee who submits a complaint will be informed that a prompt, confidential investigation will be conducted, corrective action taken, if warranted, and irrespective of the conclusions reached as a result of the investigation. There will be no retaliation for a complaint submitted in good faith. The Town Manager and the Town Solicitor will be available to assist in the investigation and determination of any legal remedy. The Town Manager will advise the Town Council of all complaints and provide updates during the investigation and their resolution.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of violations or suspected violations to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

The Whistleblower Protection Policy as approved by the Town Council on _____.