



- **Town of Clay City Whistleblower Policy**
- **Purpose:** The Town of Clay City is committed to maintaining the highest standards of integrity and accountability. This policy encourages employees, contractors, and residents to report suspected misconduct, fraud, or illegal activities without fear of retaliation.
- **Scope:** This policy applies to all employees, officials, contractors, and residents of the Town of Clay City.
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- **1. Reporting Misconduct**
- Individuals are encouraged to report any of the following:
 - Fraudulent financial practices.
 - Misuse of public funds or resources.
 - Violations of local, state, or federal laws.
 - Unsafe workplace conditions.
 - Ethical violations or conflicts of interest.
- Reports can be made anonymously or with identification and should include as much detail as possible to facilitate an investigation.
- **2. Reporting Channels**
- Reports can be submitted through the following channels:
 - **Email:** whistleblower@claycity.in.gov
 - **Hotline:** 1-800-CLAY-WB (1-800-252-9922)
 - **Mail:** Confidential Whistleblower Report, Town of Clay City, 123 Main Street, Clay City, IN 47841
- **3. Protection Against Retaliation**
- The Town of Clay City strictly prohibits retaliation against anyone who, in good faith, reports misconduct or participates in an investigation. Retaliatory actions, such as termination, demotion, or harassment, will result in disciplinary measures, up to and including termination of employment or contract.
- **4. Confidentiality**
- All reports will be treated confidentially to the extent possible. The identity of the whistleblower will be protected unless disclosure is required by law or necessary for the investigation.

- **5. Investigation Process**
- Upon receiving a report, the Town of Clay City will:
- Acknowledge receipt of the report (if the whistleblower’s identity is known).
- Conduct a preliminary review to determine the validity and scope of the allegations.
- Assign an investigator or committee to conduct a thorough investigation.
- Take appropriate corrective action if misconduct is confirmed.
- **6. False Reports**
- Knowingly submitting a false report is a serious offense. Individuals who make malicious or intentionally false accusations will face disciplinary action, including potential legal consequences.
- **7. Policy Review**
- This policy will be reviewed annually to ensure it aligns with legal requirements and best practices.
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- **Adoption and Effective Date:** This policy is adopted by the Town of Clay City Council on [Insert Date] and is effective immediately.
- **Contact Information:** For questions about this policy, contact the Town Clerk’s Office at (555) 123-4567 or clerk@claycity.in.gov.

Approval

Acknowledgment of Policy

I, the undersigned, have read and understood the Whistleblower Policy for the Town of Clay City, Indiana. By signing below, I indicate my support or opposition to the adoption of this policy.

Name	Date	Title	Signature	Support/ Oppose