

## **VILLAGE OF PORT CHESTER INDUSTRIAL DEVELOPMENT AGENCY**

### **WHISTLEBLOWER POLICY**

Every member of the board (the “Board”) of the Village of Port Chester Industrial Development Agency (the “Agency”) and all officers and staff thereof, including independent contractors, in the performance of their duties shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics as set forth in the Code of Ethics of the Agency (the “Code”).

Each member, officer or staff member is responsible for reporting any violation of the Code (whether suspected or known) to the Agency’s Counsel.

Any board member, officer or staff member of the Agency who discovers or has knowledge of potential wrongdoing concerning other board members, officers or staff of the Agency, or a person having business dealings with the Agency or concerning the Agency itself, shall report such activity either orally or in writing to the Agency’s Counsel. Contact information for the Agency Counsel shall be posted on the Agency’s website. If for any reason a person finds it difficult to report his or her concerns to the Agency Counsel, the person may report the concerns directly to any Board Member.

Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the Agency, will be subject to any retaliation for making a good faith claim. Any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate offense.

The Agency Counsel is responsible for investigating allegations in a timely and responsible manner. As soon as practicable, Agency Counsel must report the results of the investigation to the Chair of the Agency's Audit and Finance Committee and recommend appropriate corrective action. In the case of suspected criminal conduct, Agency Counsel may refer the investigation immediately to an appropriate law enforcement agency.

Approved and adopted this 12th day of June, 2006.

Ratified: May 10, 2010

Amended: January 11, 2023