



POLICY AND PROCEDURE MEMO

SUBJECT: NON-RETALIATION POLICY

NO. 2.012
DATE: 10-18-13 Approved

D. W. Fitch
CITY MANAGER

I. STATEMENT:

Retaliation against City personnel who make good faith reports regarding potential city related violations of laws, regulations of city policies is prohibited. Violations of this policy may be subject to disciplinary action.

II. PROCEDURE

The City of Rochester is committed to conducting its affairs honestly, ethically and in compliance with applicable laws and regulations. City employees are encouraged to report, in good faith, concerns about city-related violations of laws, regulations or city policies. Attempts to resolve any such concerns normally should be made by contacting the appropriate supervisor or other contact person within the individuals department. If an employee is, for any reason, uncomfortable with doing so, reports may be made directly to the Ethics & Compliance Helpline at 603-509-1905 or emailing Compliance@RochesterNH.net.

III. POLICY

Retaliation against any employee or other concerned party for making a good faith report of potential city-related legal or policy and procedure violations is prohibited and will not be tolerated. The City Manager will review complaints of retaliation and any attempt or actual retaliatory action covered under this policy may be subject the violator to disciplinary action.

Reports that are knowingly false, made with malicious intent, or with reckless disregard for, or willful ignorance of facts that would disprove the allegation made or not good faith reports, are prohibited by this policy, and may subject the violator to disciplinary action.

Employees and others who believe that they may have been retaliated against in violation of this policy may submit a written or oral complaint to the Chief Ethics & Compliance Officer (City Manager). Interim action may be taken by the City prior to final disposition.

-END OF PROCEDURE -