

## **LOWER MACUNGIE FIRE DEPARTMENT WHISTLEBLOWER POLICY**

This whistleblower policy of the Lower Macungie Fire Department: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adapted policies of the Lower Macungie Fire Department; (2) specifies that the Lower Macungie Fire Department will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Lower Macungie Fire Department encourages complaints, reports or inquiries about illegal practices or serious violations of the Lower Macungie Fire Department's policies, including illegal or improper conduct by the organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Lower Macungie Fire Department has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Lower Macungie Fire Department's administration channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
  
2. **Protection from retaliation.** The Lower Macungie Fire Department prohibits retaliation by or on behalf of the Lower Macungie Fire Department against staff or volunteers for making good faith complaints, reports or inquires under this policy or for its participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Lower Macungie Fire Department reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Lower Macungie Fire Department's Chief or President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Deputy Chief or Vice President. The Lower Macungie Fire Department will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Lower Macungie Fire Department may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Approved On: 3/31/2010