



**WHISTLEBLOWER POLICY**

1. All staff and employees have the right to complain of anything they perceive to be improper, unethical or illegal. All complaints, of any nature, will be taken seriously and investigated.
2. Audrain Developmental Disability Services (ADDS) shall not take any retaliatory action or tolerate any reprisal against any staff or employee for any of the following:
  - 2.1. Disclosing or threatening to disclose to the Executive Director, any Supervisor or Department Head or other official or to a public body, agency or department an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to a law of the City of Mexico, Missouri, Audrain County, Missouri, the State of Missouri or the United States of America; or
  - 2.2. Providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any violation of law, or a rule or regulation promulgated pursuant to a law of the City of Mexico, Missouri, Audrain County, Missouri, the State of Missouri or the United States of America; or
  - 2.3. Objecting to or refusing to participate in any activity, policy, or practice that the employee reasonably believes is:
    - (1) A violation of a law, rule or regulation promulgated pursuant to a law of the City of Mexico, Audrain County, the State of Missouri or the United States of America;
    - (2) Fraudulent or criminal; or
    - (3) Incompatible with a clear public policy mandate concerning public health, safety or welfare.
3. The employee must first bring the violation to the attention of the Executive Director, or any Supervisor or Department Head.
4. Disclosure to ADDS is not required where:
  - 4.1. The situation is an emergency;
  - 4.2. The staff or employee reasonably fears physical harm; or
  - 4.3. The employee is certain, with a reasonable basis for that certainty, that the Executive Director, a Supervisor or Department Head know of the violation and ADDS has had a reasonable opportunity to correct the activity, policy or practice.

5. Compliance, investigation and reporting to any appropriate agency shall be performed by the "Compliance Committee" consisting of the Executive Director and a Supervisor or Department Head who is in direct contact with the complainant and a Supervisor or Department Head from an area that is not in regular contact with the complainant. Appropriate procedures shall be determined on a case-by-case basis by the Compliance Committee.
6. A file shall be created by the Executive Director, and maintained by the Executive Director on behalf of the Compliance Committee, for each complaint filed with ADDS. Each file shall include a copy of the complaint, a record of the investigation including a time line of all efforts taken and the name of the individual performing the investigation, and a final determination with a record of any action taken.
7. Confidentiality with regard to complaints shall be maintained only in those circumstances where reporting is not required by any law, rule, or regulation promulgated pursuant to a law of the City of Mexico, Audrain County, the State of Missouri or the United States of America and it is specifically requested by the complainant.
8. All complaints must be made in writing, dated and signed by the complainant before they will be investigated. Complaints may be prepared by the Executive Director, any Supervisor, Program Coordinator or Department Head on behalf of the complainant when a complaint is made orally. Refusal to sign a written complaint shall be noted on the written complaint.