

## **Presbytery of Geneva Whistleblower Policy**

### **General**

The Presbytery of Geneva requires elected officers, leaders, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Presbytery of Geneva must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all elected officers, leaders, and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No elected officer, leader, or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Presbytery of Geneva prior to seeking resolution outside the Presbytery.

### **Reporting Violations**

The Presbytery of Geneva has an “open door” policy and suggests that officers, leaders, and employees share their questions, concerns, suggestions or complaints with someone who can address them properly.

For employees, the supervisor may be in the best position to address an area of concern and to recommend appropriate action. However, if a person is not comfortable speaking with the supervisor or is not satisfied with the supervisor’s response, persons are encouraged to speak with someone on the Presbytery’s Personnel Committee.

For elected officers and leaders, the Stated Clerk of the Presbytery may be in the best position to address areas of concern and to recommend appropriate action.

However, if a person is not comfortable speaking with the Stated Clerk or is not satisfied with the Stated Clerk’s response, persons are encouraged to speak to the chair or vice-chair of the General Council, the Moderator or vice-Moderator of the Presbytery.

No individual should believe that there is no way to report a violation. Any person who has, in good faith made every effort to report ethical violations, but is uncomfortable with the response within the Presbytery, is encouraged to seek assistance from the Synod of the Northeast.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

Persons receiving reports will acknowledge receipt of the reported violation or suspected violation within seven days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy Approved by the Presbytery of Geneva on March 20, 2018