

Whistleblower Policy

The City of Geneva Industrial Development Agency is committed to providing a work environment in which staff, when they reasonably believe that acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by a staff or board member have occurred, can raise their concerns in good faith, free of discrimination, retaliation, adverse employment action or harassment. The IDA strictly prohibits reprisal, discrimination, retaliation, firing, discharge, demotion, suspension, threats or harassment of any kind against any employee who, based on a reasonable belief that such conduct or practices have occurred or are occurring, reports that information to the individual(s) designated in this policy as having the authority to investigate, discover or terminate any such conduct or practice.

All reports will be taken seriously and will be promptly investigated. The specific action taken in any particular case will depend on the nature and gravity of the conduct or circumstances reported and the quality of the information provided.

Any complaint may be reported by contacting the Chair of the IDA or IDA Counsel if the conduct complained of involves the Chair of the IDA, and must be made in writing. The complaint shall include the name of the reporter, whose identity shall be held in confidence to the extent consistent with law by the person(s) receiving it and those who investigate it. All complaints and concerns will receive the same level of attention and shall be promptly and thoroughly investigated. All IDA staff and board members are required to cooperate with the investigation.

Upon completion of the investigation, which shall be completed within sixty (60) days of receipt of the complaint, its factual findings, conclusions and recommendations shall be communicated to the IDA board in writing. Where the investigation finds reason to believe that a crime may have been committed, the IDA Board shall refer the matter to the City Attorney. If the Chair of the IDA is involved in the alleged misconduct, he/she shall take no part in the investigation and shall not be provided with information regarding such investigation until such time as its conclusions are delivered to the IDA board.

If the complaint alleges misconduct on the part of City employees acting as staff to IDA, such complaint should also be communicated to that employee's direct supervisor, or to the City Manager, for investigation pursuant to the City of Geneva's Whistleblower Policy and Procedures. A report of alleged misconduct by City employees to City officials shall not relieve the IDA from conducting its own investigation as set out in this policy.