



COUNTY OF CARROLL OFFICE OF THE COMMISSIONERS

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Policy Title:	Whistleblower Policy
Effective Date:	January 19, 2023
Revision Date:	
Reference(s):	NH RSA 275-E

Purpose: Carroll County is committed to the highest possible standards of ethical, moral, and legal business conduct. In conjunction with this commitment and the County's commitment to open communication, this policy aims to provide another avenue for employees to raise concerns and to reassure employees that all employees will be protected from retaliation for whistleblowing in good faith. However, if an employee feels that anonymity is not required, then the employee should follow the County's Complaint Policy or other specific procedures for reporting, such as in the Anti-Harassment policy.

Procedure:

The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct, should be reported in either of the following ways:

- Contact the Human Resources Department via email to hr@carrollcountynh.net.
- Complete and submit a Complaint Form for Public Employees (<https://www.nh.gov/labor/documents/public-employee-complaint201229.pdf>). The mailing address is NH Department of Labor, PO Box 2076, Concord, NH 03302-2076.
- Contact the New Hampshire Department of Labor at 800-272-4353.

Although an employee is not expected to prove the truth of the allegation, the employee submitting the report needs to demonstrate there are sufficient grounds for concern.

If the report is made to the Human Resources Department, the Commissioners will be notified of the report, and the action taken will depend on the nature of the concern. Initial inquiries will be made to determine whether an investigation is appropriate, and the form it should take. Some concerns may be resolved by agreed-upon action(s) without the need for investigation.

The individual submitting the report will receive feedback as to the course of action which may include:

- Acknowledging that the concern was received;
- Giving an estimate of the time it will take for a final response;
- Indicating whether initial inquiries have been made; and
- Indicating whether further investigations will follow, and if not, why not.

The amount of contact between the individual submitting the report and the body investigating the concern will depend on the nature of the issues, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter.

At the County's discretion and subject to legal and other constraints, the reporter may be entitled to receive information about the outcome of the investigation.

Harassment or victimization of, or retaliation against individuals who have submitted a report will not be tolerated. Knowingly making false allegations are prohibited and may result in disciplinary action up to and including termination of employment.

Every effort will be made to protect the reporter's identity, however, it is possible that as a result of the information provided in the report, the individual's identity may become known during our investigation.

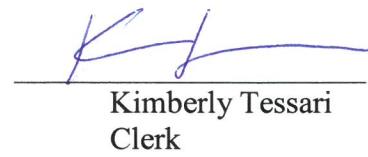
If the report is made to the Department of Labor, the County will be notified, and the investigation process will be conducted as indicated in the Guide to Whistleblowers Complain Processes & Hearings (<https://www.nh.gov/labor/documents/whistleblowerguide2022.pdf>).



Terry McCarthy
Chairman



Matthew Plache
Vice-Chairman



Kimberly Tessari
Clerk

Adopted: January 19, 2023