



Whistleblower Policy

Union Parish Police Jury requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Union Parish Police Jury, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Union Parish Police Jury can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Union Parish Police Jury's code of ethics or suspected violations of law or regulations that govern Union Parish Police Jury's operations.

No Retaliation

It is contrary to the values of Union Parish Police Jury for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Union Parish Police Jury. 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.

Reporting Procedure

Union Parish Police Jury has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Secretary/Treasurer or Assistant Secretary/Treasurer. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Union Parish Police Jury Secretary/Treasurer who has the responsibility to investigate all reported complaints with the Personnel Committee. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Parish Office.

The Union Parish Police Jury Secretary/Treasurer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Secretary/Treasurer will advise the Personnel Committee of all complaints and their resolution and will report at least annually to the Personnel Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Union Parish Police Jury Secretary/Treasurer shall immediately notify the Finance Committee any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written 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. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Reports may be given in person, in writing, by phone, or confidentially after hours by leaving a voicemail for the Payroll/HR Clerk.

Handling of Reported Violations

The Union Parish Police Jury Secretary/Treasurer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.