

## **WHISTLEBLOWER POLICY**

Every member of the board (the “Board”) of the Niagara County Development Corporation (the “NCDC”) and all officers and employees thereof, in the performance of their duties shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics.

Each member, officer or employee is responsible to report any violation (whether suspected or known) to the NCDC’s Executive Director. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the NCDC, will be subject to any retaliation for making a good faith claim and, any employee who chooses to retaliate against someone who has reported a violation, shall be subject to disciplinary action which may include termination of employment. Regardless, any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate offense.

The Executive Director is responsible for immediately forwarding any claim to the NCDC's counsel who shall investigate and handle the claim in a timely manner.