



**Robert O. Oakes, Jr.**  
Mayor

**Doug Remaley**  
Mayor Pro Tem

**Cliff Ogburn**  
Town Manager

**Anna D. Sadler**  
Commissioner

**M. Renée Cahoon**  
Commissioner

**Susie Walters**  
Commissioner

**Town of Nags Head**  
Post Office Box 99  
Nags Head, North Carolina 27959  
Telephone 252-441-5508  
Fax 252-441-0776  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

## **Board of Commissioners Policy**

### **Whistleblower –Improper Governmental Action (Adopted August 7, 2013)**

#### **Statement of Policy**

The Town of Nags Head requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the policy of the Town of Nags Head that employees shall be encouraged to report verbally or in writing to their supervisor, department head, or any other appropriate authority, evidence of activity by an employee constituting:

1. A violation of State or Federal law, rule or regulation
2. Fraud
3. Theft
4. Malfeasance or misfeasance of State, Federal or Local resources
5. Substantial and specific danger to the public health and safety: or
6. Gross mismanagement, gross waste of monies, or gross abuse of authority.

Further, it is the policy of the Town of Nags Head that employees should be free of intimidation or harassment when reporting to public bodies about matters of public concern, including offering testimony to or testifying before appropriate legislative panels. This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

#### **General Protection from Retaliation**

The Town of Nags Head prohibits and will not tolerate any form of reprisal, retaliation or discrimination against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, in good faith, has made or intends to make a report that there has been a violation of federal, state, or local law, regulation, or

board policy due to a practice, policy, act or omission of the board of commissioners, of an employee, or of an entity/person with whom the county has a business relationship.

No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee, in good faith, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any violation of federal, state, or local law, regulation or board policy.

No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has refused to carry out a directive which in fact constitutes a violation of federal, state, or local law, regulation or board policy, or poses a substantial and specific danger to the public health and safety.

This policy supports all protections offered by North Carolina Statute G.S. 126-84-88.

### **Reporting Violations**

The Town of Nags Head supports an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, the town maintains an Employee Suggestion Box located in each department and a means for submitting anonymous written reports on the county's website at the bottom of this page .

Formal complaints should be made in writing and filed with the HR Director. Once the complaint is filed, the HR Manager, along with the Finance Director, will conduct a prompt and thorough investigation of the complaint.

All reports are held in strict confidence, and are taken seriously. If necessary, the Town Manager may specify reasonable steps to protect the complaining employee from retaliation.