



Office of Human Resources
City of Springfield, Illinois

Whistle-Blowing Policy:

I. Purpose

The purpose of this policy is to express that the City of Springfield maintains a zero tolerance for retaliation of any employee because of his/her participation in protected activities. It is also to encourage employees to disclose misconduct to the proper authority when he/she becomes aware and to provide protection for those employees (pursuant to 740 ILCS 174 – Whistle Blower Act).

II. Policy

The City of Springfield prohibits retaliation of any employee because of his/her participation in protected activities, including but not limited to, good faith reporting of workplace wrongdoing, making a protected claim against the organization, participating in any related investigation or properly using City benefits. Any employee who engages in prohibited retaliation is subject to disciplinary action, up to and including termination. The City recognizes that making false accusations of wrongdoing in bad faith can have serious consequences for those who are wrongly accused. The City prohibits deliberately providing false information during an investigation. Anyone who violates this policy is subject to disciplinary action, up to and including termination.

III. Definitions

- Whistle Blowing- The act of an employee reporting wrongdoing within an organization to internal (supervisor) or external (media) parties.

IV. Reporting Procedures

Situations should be reported to the immediate supervisor, department head or the Office of Human Resources. All reported incidents will be investigated promptly and handled with confidentiality. Information will only be disclosed on a need-to-know basis.

V. False Complaints

The City recognizes that making false accusations of wrongdoing in bad faith can have serious consequences for those who are wrongly accused. The City prohibits deliberately providing false information during an investigation. Anyone who violates this policy is subject to disciplinary action, up to and including termination.

7-21-09