

**AUBURN INDUSTRIAL DEVELOPMENT AGENCY**  
**WHISTLEBLOWER POLICY**

Every member of the board (the “Board”) of the Auburn Industrial Development Authority (the “Authority”) and all officer 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 as set forth in the Code of Ethics of the Authority (the “Code”).

Each member, officer or employee is responsible to report any violation of the Code (whether suspected or known) to the Authority’s Chair. Reports of suspected or known violations on the part of the Chair shall be reported to the Vice-Chair. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the Authority, will be subject to any retaliation, harassment or adverse personnel action for making a good faith claim. Any board member, officer or employee who chooses to retaliate against someone who has reported a violation shall be subject to disciplinary action, which may include termination of employment or status within the board. 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 Chair, or the Vice-Chair in the case of a violation on the part of the Chair, is responsible for immediately forwarding any claim to the Agency's counsel who shall investigate and handle the claim in a timely manner.

Should a member, officer or employee believe in good faith that disclosing information to the Chair or Vice-Chair pursuant to the paragraphs above would likely subject him or her to adverse personnel action or be wholly ineffective, the individual may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office’s toll free number (1-800-560-1770) should be used in such circumstances.

Approved and adopted this 17<sup>th</sup> day of December 2014.