



POLICY – 510
Rev. Level: A
February 13, 2009

Whistleblower Policy

- 1.0 Purpose.** The purpose of this RCWE Whistleblower Policy is to provide a mechanism for employees to raise good faith concerns regarding suspected violations of law, to cooperate in any inquiry or investigation by a court, agency, law enforcement, or other governmental body, or to identify potential violations of the requirements of WIA, regulations of the US Department of Labor, regulations and policies of the PA Department of Labor and Industry, and policies and procedures of the RCWE and to ensure against any form of retaliation for taking such action.

The Regional Center for Workforce Excellence is committed to maintaining a workplace where employees are free to question practices or procedures that they reasonably and in good faith believe may violate law or policy. Such actions might include:

- (1) reporting suspected violations of federal, state or local laws or regulations;
- (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
- (3) identifying potential violations of organizational policy.

- 2.0 Scope.** This policy applies to the staff of RCWE, PA CareerLinks, contractors, as well as subcontractors who utilize WIA funds.

- 3.0 Responsibility.** Any individual who wishes to report a suspected violation of law or RCWE policy should follow the procedure outlined below.

- 4.0 Procedure.** Any individual who wishes to report a suspected violation of law or RCWE policy may do so confidentially by contacting the RCWE Chief Executive Officer or any member of the NW PA Workforce Investment Board.

RCWE expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against individuals who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of the requirements of WIA, regulations of the US Department of Labor, regulations and policies of the PA Department of Labor and Industry, and policies and procedures of the RCWE. Any individual who engages in retaliation will be subject to discipline, up to and including termination.



POLICY – 510

Rev. Level: A

February 13, 2009

Any individual who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy or taking any other action he or she believes necessary to disclose a violation, should immediately report the retaliation to a member of the NW PA Workforce Investment Board or a staff member of the RCWE. Any RCWE staff member or WIB member who receives complaints of retaliation must immediately inform the WIB Chairperson or a member of the Executive Committee of the NW PA Workforce Investment Board.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The WIB Chairperson will conduct or designate other internal or external parties to conduct the investigation. The investigating parties will notify the concerned individuals of their findings directly, or indirectly through external investigators where appropriate, and prepare reports as indicated by the circumstances. A summary of all reports will be presented to the Executive Committee of the NW PA Workforce Investment Board.

In the event that a report of a suspected violation of law or policy or retaliation involves the RCWE Chief Executive Officer, WIB Chairperson, or any NW PA Workforce Investment Board member, those persons shall not participate in any way in the investigation and the remaining WIB members or their designees will conduct the investigation.

5.0 History.

Name	Date	Rev. Level	Description of Change	Effective Date
Debra O'Neil	2/13/2009	A	New policy	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
Paul Newlin – Equal Opportunity Officer
Phone: (814) 333-1286
TTY/TDD (814) 337-7205