



Whistleblower Protection

(HC47)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to high standards of ethical, moral and legal professional conduct.

PURPOSE

The agency expects its employees to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities.

APPLICATION

This policy applies to all RTA Board Commissioners, employees, vendors, contractors and visitors while on RTA property, or when performing business with, or providing service for RTA. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA prevails.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 GENERAL

Louisiana law protects public employees who report information which they reasonably believe a violation, or any provision of law, or any other acts of impropriety related to the scope or duties of public employment, to their agency heads, the Louisiana Board of Ethics, or any person or entity of competent authority or jurisdiction. Any public employee who reports a potential violation shall be free from discipline or reprisal for their employer. This law (R.S. 42:1169) is enforced by the Louisiana Board of Ethics. A public employee who is wrongfully suspended, demoted, or dismissed due to reporting of any act of wrongdoing shall be entitled to reinstatement of his employment, as well as the receipt of any loss of income or benefits. A person who is a public employee because of a contractual arrangement with a governmental entity or agency, whose contract is wrongfully suspended, reduced, or terminated as an act of reprisal for reporting an alleged act of impropriety, shall be entitled to reinstatement of his contract and receipt or any lost compensation under the terms of the contract.

2.0 PROCEDURES

2.1 Reporting Misconduct

The agency encourages its employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. All reports of illegal and dishonest activities will be promptly submitted to the Chief Human Resources Officer who is responsible for investigating and coordinating corrective action.

3.0 DEFINITIONS

(A) **A whistleblower** as defined by this policy is an employee of the RTA who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

(B) **Misconduct** "Misconduct" is defined in this Whistleblower Policy as any activity by an Agency Board member, Officer, Director, Supervisor, employee, consultant or contractor that jeopardizes the safety of passengers or employees, violates a state or federal law or regulation or involves corruption, fraud, bribery, theft or misuse of agency property, gross incompetence, or otherwise violates any applicable Agency Code of Conduct or policy.

(C) **No Retaliation** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the agency before seeking resolution outside the agency.



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Accordingly, no Director, officer or employee who in good faith reports suspected Misconduct under this Whistleblower Policy or who cooperates in the investigation of Misconduct shall suffer harassment, retaliation or adverse employment consequence as a result of making such a report or cooperating in an investigation. An employee who retaliates against someone who has reported Misconduct in good faith or who has cooperated in the investigation of Misconduct is subject to discipline, up to and including termination of employment.

(D) Reporting Misconduct the agency encourages its Directors, officers and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address areas of concern. However, if an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to contact the Chief Human Resources Officer. Supervisors and Managers are required to report alleged violations of law to the Chief Human Resources Officer.

(E) Acting in Good Faith Anyone who reports Misconduct must be acting in good faith and have reasonable grounds for alleging the Misconduct. Any allegations that prove not to be substantiated and which were known to be false when made or were made with willful disregard for their truth or falsity will be viewed as a serious disciplinary offense.

(F) Confidentiality Reports of Misconduct or suspected Misconduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Misconduct or suspected Misconduct will be kept confidential to the extent possible and to the extent permitted by law. Reports of Misconduct or suspected Misconduct will be shared with other individuals, including individuals outside the agency, as necessary to conduct an adequate investigation.

(G) Anonymous Allegations This Whistleblower Policy encourages individuals to put their names to allegations of Misconduct because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be looked into appropriately, but consideration will be given to: the seriousness of the issue raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

(H) Handling of Reported Misconduct The employee's supervisor or other agency representative will acknowledge receipt of the reported Misconduct within five business days, unless the report was submitted anonymously. All reports will be



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promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Chief Human Resources Officer may employ the services of an independent investigator in cases where the alleged Misconduct involves an expenditure or loss to the agency in excess of \$250,000.00, or creates a significant exposure to liability to the Agency or in other special circumstances that justify independent investigation.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Chief Human Resources Officer. The employee must exercise sound judgment to avoid baseless allegations. **An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.**

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Agency will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Chief Human Resources Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

- 1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.



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- 2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.”

4.0 RESPONSIBILITIES

N/A

5.0 FLOWCHART

N/A

6.0 REFERENCES

- Ethics (HC27)
- Whistleblower Protection for public employees – LSA-R.S. 42:1169

7.0 ATTACHMENTS

N/A

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

Human Capital

