

WHISTLEBLOWER PROCEDURES

I. INTRODUCTION.

These Whistleblower Procedures and the associated Whistleblower Policy are being implemented by Metro 4 and SESARM to provide protections to employees who report information in a manner that may result in them qualifying as a whistleblower.

II. WHISTLEBLOWER PROCEDURES.

- A. Any Metro 4/SESARM employee making a voluntary allegation or filing a voluntary report subject to the Whistleblower Policy and these Procedures shall be bound by the obligation to have reasonable proof or evidence of a violation of an applicable local, state, or federal ordinance, regulation, or statute, or reasonable belief that such a violation exists or may exist, prior to making any such allegation, filing an action, and/or testifying about such an alleged situation.
- B. Metro 4/SESARM employees shall comply with any obligatory and properly executed summons to appear for a deposition and/or to testify in a court hearing or trial.
- C. All Metro 4/SESARM employees shall be made aware that there may be legal ramifications and/or personal liability for making unsubstantiated allegations and that any such employee shall be bound by the legal concept of burden of proof.
- D. All Metro 4/SESARM employees shall be truthful in making voluntary allegations and when participating in externally-initiated investigations and proceedings.
- E. Any Metro 4/SESARM employee who alleges inappropriate or illegal personnel termination or other discrimination by any person in violation of the Metro 4/SESARM Whistleblower Policy and these Procedures may seek relief by filing a complaint as applicable and appropriate with the Metro 4/SESARM Executive Director, the Metro 4 or SESARM Board of Directors, or any investigative and/or prosecutorial body with jurisdiction over the alleged violation.
- F. Relief for any Metro 4/SESARM employee against which discrimination or other penalty has been proven relative to this Whistleblower Policy may include the following, subject to an order of a court of competent jurisdiction and/or a negotiated agreement between Metro 4/SESARM and the employee, as applicable:
 - 1. Reinstatement with the same job title, salary, and seniority status that the employee would have had, but for the discrimination;
 - 2. Back pay; and/or

3. Compensation for any special damages sustained as a result of the discrimination, including litigation costs, expert witness fees, and reasonable attorney fees.
- G. Nothing in the Whistleblower Policy or these Procedures shall be deemed to diminish the rights, privileges, or remedies of any employee under any federal or state law.
 - H. Metro 4/SESARM encourages its employees to report documented or suspected violations of applicable local, state, and/or federal ordinances, regulations and/or statutes.
 - I. Reports filed by Metro 4/SESARM employees shall be investigated internally if appropriate and reported to appropriate authorities if necessary. In all cases, the Metro 4 and SESARM Boards of Directors shall be advised at the earliest opportunity, as allowed by law, of the allegation(s) and intended action.
 - J. Metro 4/SESARM employees shall provide notification of documented or suspected violations of applicable ordinances, regulations, and/or statutes at the earliest practicable opportunity via hardcopy and/or electronic communications in accordance with one or more of the following options, as appropriate:
 1. Executive Director, Metro 4/SESARM;
 2. President of the Metro 4 Board of Directors;
 3. Chair of the SESARM Board of Directors; and/or
 4. Local, state, or federal investigative or law enforcement authorities.
 - K. Metro 4/SESARM shall respond to filed notifications in a timely manner by doing the following:
 1. Conducting an appropriate internal investigation or forwarding the notification to a local, state, or federal law enforcement authority or other investigatory and/or prosecutorial body;
 2. Taking prompt steps to satisfactorily address any confirmed deviations from applicable local, state, and/or federal and state ordinances, regulations, and/or statutes, if they are confirmed to exist; and
 3. Providing the originating Metro 4/SESARM employee with a written report and verbal briefing summarizing the findings, conclusions, and any necessary corrective actions, where allowed by law.

III. CERTIFICATION AND SIGNATURE.

This certifies that these Whistleblower Procedures have been prepared for the exclusive use of Metro 4 and SESARM, that they will be made available to all Metro 4/SESARM staff and the Metro 4 and SESARM Boards of Directors, and that the requirements herein will be explained in adequate detail to ensure that all Metro 4/SESARM staff and representatives are aware of, comply with, and fully implement them.

Greg DeAngelo, Executive Director
Metro 4/SESARM