

## ETHICS POLICY PROCEDURE

### PURPOSE

To provide a quick, effective and consistently applied method to address concerns regarding potential violations of the Ethics Policy and to have those concerns resolved in a timely manner.

It is Blount County Government's intent to be responsive to all perceived violations and to investigate all written complaints.

### PROCEDURE

#### Step One:

a) Complete an Ethics Violation Complaint form available on the Blount County Government Website, [Blounttn.org/HR](http://Blounttn.org/HR) and submit the completed form in person to the Human Resources Director and/or their representative. Identification from the individual completing the complaint will be requested.

#### Step Two:

a) The Human Resources Director will notify the individual a complaint was filed against as well as the appropriate Elected Official/Department Head. The HR Director will work with the appropriate individual named by the Elected Official/Department Head to obtain all information possible regarding the complaint.

b) The complaint and all of the findings related to such will be sent to an attorney for an initial review to determine whether it rises to a level of a potential violation of the Ethics Policy. The Ethics Committee will also be notified of any complaints filed. The Committee will address the complaint at the next regularly scheduled meeting. (A special called meeting may be conducted if the seriousness of the situation deems necessary.)

The Human Resources Director, will notify in writing, the person filing the complaint, and the individual the complaint was filed against, as soon as administratively possible upon receipt of a complaint. All parties directly involved may be requested to attend the ethics committee meeting to facilitate a resolution, if the Committee determines the complaint raises serious questions of fact or interpretation of policy. The Ethics Committee will then notify all parties involved of their decision in writing. All Parties will be charged with the responsibility of not discussing the situation with any other, until the investigation is completed.

#### Additional guidance:

a) The committee may, in the case of an official, refer the matter to the county legislative body for possible public censure if the county legislative body finds such action warranted or the District Attorney General. In the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if discipline is warranted, with recommendation from the Ethics Committee.

b) The intent of Blount County Government, in compliance with the Ethics Policy, is to commit no one will be retaliated against for filing a good faith complaint under this procedure.