

SARANAC LAKE LOCAL DEVELOPMENT CORPORATION

Whistleblower Policy

1. Every member of the Board (the “Board”) of the Saranac Lake Local Development Corporation (the “LDC”) and all officers 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 LDC (the “Code”).
2. Each member, officer or employee is responsible to report any violation of the Code (whether suspected or known) to the LDC’s Compliance Officer. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the LDC, will be subject to any retaliation for making a good faith claim, and any employee who chooses to retaliate against someone who has reported a violation shall be subject to disciplinary action, which may include termination of employment. Regardless, any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as separate offense.
3. The Compliance Officer is responsible for immediately forwarding any claim to the Executive Director who shall investigate and handle the claim in a timely manner.

The Executive Director will report all findings to the Governance Committee of the Board.

4. In the event allegations involve the Compliance Officer or Executive Director, the matter shall be referred directly to the Governance Committee for a timely investigation.

The Governance Committee will report all findings to the Board of the Authority.

5. This policy is not intended to exclude or limit in any manner an individual’s existing rights and protection under federal and state law.