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The Lewis County Development Corporation (“LCDC”) requires the Board of Directors, Advisors and Support Personnel to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, practicing honesty and integrity, and complying with all applicable laws and regulations.

**Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable all to raise serious concerns internally so that the LCDC can address and correct inappropriate conduct and actions. It is the responsibility of all directors, advisors and support personnel to report concerns about violations of the LCDC’s code of ethics or suspected violations of law or regulations that govern the LCDC’s operations.

**No Retaliation**

There will be no retaliation against any board member, advisor or support person who in good faith reports an ethics violation or a suspected violation of law.

**Reporting Procedure**

The LCDC requests that any director, advisor or support person with any questions, concerns or complaints share those verbally and in writing with the president of the LCDC. One may also contact the V.P. if he/she is not comfortable addressing the president or not satisfied with the president’s response. The matter will be addressed in Executive Session at the next Board of Directors meeting.

**The Chairman/Chairwomen**

The Chairman/Chairwoman of the LCDC is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The president will advise the Board of Directors of all complaints and will seek immediate resolution – particularly in cases regarding accounting concerns. Note: All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.