

ULSTER COUNTY EXECUTIVE

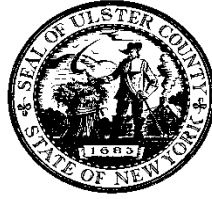
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Budget Director

Memo to: Ulster County employees, contractors and vendors

From: Michael P. Hein
Ulster County Executive

Date: March 16, 2012

RE: **Ulster County "Whistleblower" Hotline**

Ulster County Government is committed to serving the public in accordance with the highest ethical and business standards. Consistent with Federal and New York State requirements, Ulster County has established a "Corporate Compliance Program" to coordinate its efforts to maintain these standards.

As part of these efforts, written policies, procedures and ethical standards guide the behavior of all employees, vendors and contractors, and others acting as agents of the County; training is conducted to promote full compliance with the laws and regulations that govern our services. All of these parties are required to adhere to these policies, procedures, ethical standards, laws and regulations.

Any employee of the County that genuinely knows of or perceives a violation of County policy, procedure, ethical standards, or law or regulation applicable to the services provided by the County, is required to report such to their supervisor or department head as soon as practicable. Vendors, contractors and others acting on behalf of the county who have no direct reporting relationship with the county may make reports directly to the Ulster County Compliance Officer (contact the Office of the County Executive, 340-3633). Employees who make "responsible reports" (where reports are first made at the departmental level and/or the report is made in good faith) are protected by law from retaliation by any agent of our County government.

Reportable issues may include, but are not limited to the following topics:

- Ethical violations
- Unsafe Working Conditions
- Internal Controls
- Quality of Service
- Vandalism and Sabotage
- Sexual Harassment
- Theft
- Discrimination
- Conduct Violations
- Alcohol and Substance Abuse
- Threats
- Fraud
- Bribery and Kickbacks
- Conflict of Interest
- Improper Conduct
- Theft and Embezzlement
- Violation of County Policy
- Violation of the Law
- Misuse of County Property
- Falsification of Contract, Reports or Records

In certain circumstances, individuals wishing to make such a report may feel unable to do so through their normal lines of supervision due to fear of retaliation. As a result, **effective March 19, 2012, Ulster County has engaged The Bonadio Group, Inc. (the County's Corporate Compliance consultant) to provide a confidential ethics and compliance 24/7 hotline service for reports of violations.** However, the existence of the Whistleblower Hotline is not intended to encourage employees to bypass normal communication avenues, and should only be used when retaliation is believed to be a genuine possibility. All reports will be subject to internal and/or external investigation and appropriate corrective action.

Note that the Ulster County Government Whistleblower Hotline is not intended for emergency calls or health and safety situations requiring immediate response.

**The telephone number for the Ulster County Government Whistleblower Hotline is
1-877-569-8777.**

Thank you.

cc: Compliance Officer