

**MUNICIPAL ASSISTANCE CORPORATION  
FOR THE CITY OF TROY**

*123 William Street – 23<sup>rd</sup> Floor  
New York, New York 10038  
Telephone: (212) 417-5046  
Fax: (212) 417-5055*

**WHISTLEBLOWER POLICY**

Every director, officer or employee of the Municipal Assistance Corporation for the City of Troy (Corporation) 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 Corporation.

Each director, officer or employee is responsible to report any violation of the Code (whether suspected or known) to the Corporation's Ethics Officer. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the Corporation, 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 a separate offense.

The Ethics Officer is responsible for immediately forwarding any claim to the Corporation's Executive Director who shall investigate and handle the claim in a timely manner.