



WHISTLEBLOWER PROTECTION

The library is committed to the highest possible standards of business conduct. Representatives of the library must comply with all applicable laws and regulations as well as library policies. The library's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. Even the best systems of control, however, cannot provide absolute safeguards against irregularities. The library encourages employees, trustees and volunteers to report suspected or actual illegal or improper activity, financial or otherwise, as detailed in this policy.

Reporting Responsibility

Library employees, trustees or volunteers who become aware of suspected violations should immediately report the issue in writing to the Library Director, who has specific and exclusive responsibility to investigate all reported violations. If the suspected or actual violation concerns the Director, the staff member should report the matter in writing directly to the President of the Board of Trustees.

The Director will investigate, resolve and notify the Board of Trustees of the complaint and/or allegation.

Confidentiality

Reports of violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

No Retaliation

No employee, trustee or volunteer who makes a complaint in good faith shall suffer harassment, intimidation, discrimination or other retaliation, or, in the case of employees, any adverse employment consequences. A staff member who retaliates against someone who has reported a violation is subject to disciplinary action.

Acting in Good Faith

Employees filing a 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. Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Notification

A copy of this policy shall be provided to library trustees and employees at the time of their appointment or election, and to volunteers at the commencement of their assignment as deemed appropriate by the Library Director.