



WHISTLEBLOWER POLICY AND PROCEDURE

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

Procedure:

1. The Whistleblower should promptly report the suspected or actual event to his/her/their supervisor.
2. If the Whistleblower is reluctant to report to his/her/their supervisor, then the event should be reported to a higher level of management or the Board's Chairperson of Governance/Personnel Committee.
3. The Whistleblower can report the event with his/her/their identity or anonymously. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the library are subject to subpoena.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily to damage another, or the library. Anyone who retaliates against the Whistleblower will be subject to disciplinary action, including termination.
5. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
6. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.

Adopted by the Library Board of Trustees: September 24, 2014

Revised by the Library Board of Trustees: October 26, 2021