

[LIBRARY LETTERHEAD]

WHISTLEBLOWER POLICY

Purpose

The [LIBRARY NAME] is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing. Therefore, the [LIBRARY NAME] Board of Trustees has adopted this Whistleblower Policy.

The goals of the [LIBRARY NAME] Whistleblower Policy are to:

- Combat unlawful or fraudulent conduct by any of the library's Trustees, Officers, employees, or Volunteers.
- Outline expectations for conduct of Trustees, Officers, employees and volunteers.
- Outline a procedure for employees to report actions that they reasonably believes violates a law or regulation or that constitutes fraudulent accounting or other practices.

This policy applies to any matter which is related to the library's business and does not relate to private acts of an individual not connected to the business of the library.

Guidelines

- If a Trustee, Officer, employee, or volunteer has a reasonable belief that a(nother) Trustee, Officer, employee, or volunteer or that the library as a whole has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Director.
- If the person does not feel comfortable reporting the information to the Director, they are to report the information to the President of the Board of Trustees. That person may, in addition, report the matter to a local, state, or federal agency.
- All reports will be acted upon promptly and an investigation conducted. The person assigned to conduct the investigation will deliver their findings to the Board of Trustees. In conducting such investigations, the library will strive to keep the identity of the complaining individual as confidential as possible while conducting a review and investigation.

- The library will not retaliate against an employee in the terms and conditions of employment because that employee:
 - (a) reports, in good faith, to a supervisor, the Director, the Board of Trustees, or to a federal, state, or local agency what the employee believes, in good faith, to be a violation of the law; or
 - (b) participates, in good faith, in any resulting investigation or proceeding; or
 - (c) exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

- The library may take disciplinary action (up to and including removal/termination) against a Trustee, Officer, employee, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this Whistleblower Policy or has violated other provisions of this policy.

Ongoing Use Evaluation

The [LIBRARY NAME]'s Whistleblower Policy will be periodically evaluated in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Whistleblower Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees at an open meeting.

Questions or concerns regarding [LIBRARY NAME] or this policy should be directed to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020