

## **FINANCE**

### **Whistleblower Policy**

**I. STATEMENT** The Red Jacket Community Library 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. The Library prohibits fraudulent practices by any of its employees, trustees, officers or volunteers and expects them to conduct themselves in accordance with laws, regulations, and Library policy and procedures.

**II. PURPOSE** This policy is an internal policy on access to the Finance and Audit Committee (the Committee), which is composed of trustees and the Library Director or President of the Board of Trustees. This policy prohibits the Red Jacket Community Library from taking any adverse action against its employees, trustees, officers or volunteers for disclosing to the Finance and Audit Committee, in good faith, any unethical and improper practices or alleged wrongful conduct. Any employee, trustee, officer, volunteer, or affiliate against whom any adverse personnel action has been taken due to disclosure of information under this policy may approach the President or Vice President of the Board of Trustees for appropriate relief.

### **III. POLICY**

#### **A. DUTY TO REPORT**

1. If a trustee, employee, volunteer or affiliate has a reasonable belief that a trustee, employee, volunteer, affiliate or the Library as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Committee or to the President of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency. That person shall make a disclosure to the Committee as soon as possible, but not later than 45 consecutive calendar days after becoming aware of the same.

#### **B. NON-RETALIATION**

1. 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.
2. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustees's assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.
3. The Board of Trustees will order remedies in case of retaliatory conduct, which may include reinstatement of any employee, trustee, officer, or volunteer to the same or equivalent position; order for compensation for lost wages, remuneration or any other benefit.

**C. INVESTIGATION**

1. The Committee shall appropriately and expeditiously investigate all whistleblower reports received. In this regard, the Committee, if circumstances so suggest, may appoint another committee to investigate the matter.
2. Confidentiality shall be maintained to the greatest extent possible.
3. The Committee shall have the right to outline detailed procedure for an investigation.

The Committee shall have the right to call for any information or documents and reports regarding examination of any employee, trustee, officer, or volunteer of the Red Jacket Community Library as they may deem appropriate for the purposes of conducting the examination.

The Committee shall prepare a report after completion of the investigation and include recommended actions.

**D. NOTIFICATION**

1. Notification - The Library Director is required to notify and communicate the existence and contents of this policy to the employees. New employees, trustees, officers and volunteers shall be informed about the policy at the time of hiring using the Whistleblower Policy Acknowledgement form (Appendix 1F).

**IV. REFERENCES**

- A. Pioneer Library System policy.

Revision History	
Nov 2020	Added sections A, B1. Grouped items under section headings for clarity