



## Whistleblower Policy

Effective Date: January 1, 2013

### I. POLICY OVERVIEW/DESCRIPTION

The Kellogg-Hubbard Library (KHL) requires all employees, volunteers, and Trustees to observe high standards of business and personal ethics in the conduct of their roles and responsibilities. This policy encourages any employee, volunteer, or Trustee to report any suspected or actual wrongful conduct, in good faith, without the fear of being fired or retaliated against for making such a report.

This policy is intended to protect any person who raises concerns pertaining to KHL, such as:

- Deliberate falsification of financial reporting
- Criminal or unlawful activity
- Activities which otherwise amount to serious improper conduct

Any employee, volunteer, or Trustee who files a report concerning a wrongful act or suspected violation of this policy must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation of this policy.

Any employee, volunteer, or Trustee who reports in good faith a suspected wrongful act or possible violation of this policy will not suffer any harassment, retaliation, or adverse consequences affecting their employment. Any employee, volunteer, or Trustee who retaliates against someone who has filed a complaint in good faith is subject to disciplinary action and/or personnel action up to and including termination, consistent with KHL policies, rules, and collective bargaining agreements.

Kellogg-Hubbard Library takes all reports seriously. All signed reports will be investigated; unsigned reports limit the Library's ability to pursue the complaint. All reports will be kept confidential to the degree permissible by law.

### II. AREAS OF RESPONSIBILITY

*Employees, volunteers, and Trustees:* Will be knowledgeable of this policy and take action when appropriate.

*Administration, staff, and Trustees:* Ensure that employees and volunteers are aware of this policy and understand the procedures to follow for reporting. Will maintain findings of wrongful conduct or false allegations in personnel files.

Responsibility for investigation and follow-through lies with the Library Administration and Board President. In the event that the Library Administration and Board President are unavailable or inappropriate choices for reporting due to a potential conflict of interest, complaints may be brought to any member of the Executive Committee.

### **III. PROCEDURE**

Procedures for filing a report are outlined on the Whistleblower Report Form appended to this policy.

### **IV. REVISION HISTORY**

This policy supersedes any Library policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision. The Kellogg-Hubbard Library Board of Trustees reviewed and approved this procedure on September 18, 2019.

<b>Date</b>	<b>Revision #</b>	<b>Modification</b>
2019-09-18	2.0	Updated with edits due to administrative change
2016-05-18	1.0	Policy revised for clarity of language and format.
2013-01-01	0.0	New policy approved by Kellogg-Hubbard Library Board of Trustees.