



### **Whistle Blower Policy**

The Bell Memorial Library is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board members, officers, employees, or volunteers.

This policy outlines a procedure for employees to report actions which said employee 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.

If an employee has a reasonable belief that an employee or the Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Library Manager. If the employee does not feel comfortable reporting the information to the Library Manager, he or she is expected to report the information to the President of the Board of Trustees.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) to the Library Manager, the Board of Directors, 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 his or her 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 termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, the Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court, truthful information relating to the commission or possible commission, by the Library or any of its employees, of a violation of any applicable law or regulation.

Staff will review this policy and the Library prohibition against retaliation in accordance with this policy.

ADOPTED: 2/16/2015

REVISED: 10/22/2020