

<b>Boone Area Library</b>  POLICY AND PROCEDURES	Section:  <b>Personnel</b>	<b>BALP No: 4</b>  <b>Effective Date: 1/2024</b>
	Title:  <b>Whistleblower</b>	<b>Supersedes: 9/2020</b>

## **1.0 Policy**

### **1.1 Policy Statement**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Boone Area Library can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of the Library's code of ethics or suspected violations of law or regulations that govern the Library's operations

### **1.2 Scope**

This policy is applicable to all employees and Board members of the Boone Area Library.

## **2.0 No Retaliation**

2.1 It is contrary to the values of the Library for anyone to retaliate against any board member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Library. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **3.0 Reporting Procedure**

3.1 The Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If they are not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, you are encouraged to speak with the Board Chair. The Library Director is required to report complaints or concerns about suspected ethical and legal violations in writing to the Board Chair, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor.

## **4.0 Acting in Good Faith**

4.1 Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

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**5.0 Confidentiality**

5.1 Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**6.0 Handling of Reported Violations**

6.1 The Library Board Chair will notify the person who submitted a complaint and will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.