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## Employee Protection (Whistleblower) Policy

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If any employee reasonably believes that some policy, practice, or activity of the Kutztown Community Library (KCL) is in violation of the law, a written complaint must be filed by that employee with the Library Director or Board President.

It is the intent of KCL to adhere to all laws and regulations that apply to the organization. The underlying purpose of this policy is to support the goal of legal compliance. The support of all employees is necessary to achieving the compliance with various laws and regulations. An employee is protected from retaliation only if the employee files a written complaint about the alleged unlawful policy, practice, or activity with the Library Director or Board President, who will then be provided with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

- Employees and Board members of KCL will not retaliate against any employee who, in good faith, has made a protest or raised a complaint against some practice of KCL, or of another individual or entity with whom KCL has a business relationship, on the basis of a reasonable belief that the practice is in violation of the law or a clear mandate of public policy.
- Employees and Board members of KCL will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any policy, practice, or activity of KCL that the employee reasonably believes is in violation of a law or rule, that adversely affects the health, safety, or welfare of employees or the public, or that adversely affects the environment.

Approved: May 14, 2016

Reviewed and approved: October 10, 2019