Whistleblower Policy

Brandywine Community Library
Policy Updated: 8/28/25

Purpose

The Brandywine Community Library requires the director, trustees, employees and volunteers to comply with high standards of business and personal ethics in the conduct of their duties and responsibilities. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concern within the organization prior to seeking resolution outside the organization. As employees and representatives of the Brandywine Community Library, everyone must practice integrity in the fulfillment of responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Brandywine Community Library's code of ethics or suspected violations of law or regulations that govern Brandywine Community Library's operations.

No Retaliation

It is contrary to the values of Brandywine Community Library for anyone to retaliate against any board member, officer, 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 Brandywine Community 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.

Reporting Procedure

The Brandywine Community Library has an open-door policy and suggests that employees share their questions, concerns, suggestions, and/or complaints with someone who can address them appropriately. In most cases that is the Library Director. However, if you are not comfortable speaking with the Library Director or you are not satisfied with his/her response, you may speak with someone on The Board of Trustees. The Library Director is responsible for investigating and reporting complaints or concerns about suspected ethical and legal violations to the Board of Trustees.

Accounting and Auditing Matters

The Board of Trustees shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Library Director shall notify the Board of Trustees of any such complaint and work with the Board of Trustees until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any false allegation not substantiated will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis or anonymously. Reports will be kept confidential to the point necessary for adequate investigation.

Handling od Reported Violations

The Library Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected. All reports will be promptly investigated and corrective action will be taken if warranted by the investigation.

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