



## **Whistleblower Policy**

All Board members, officers, and employees are required to abide by the library's policies, by-laws, administrative regulations, and procedures in the conduct of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of library operations and practices.

Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the library is to disclose such information to the Library Director. A thorough investigation of the charges by the appropriate authority will follow. In the event the allegations of financial improprieties, fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority.

Based on the results of the investigation, if an individual is found to have engaged in financial improprieties, fraud and/or wrongful conduct, appropriate disciplinary measures will be applied, up to and including termination and/or civil or criminal charges.

Any individual who in good faith reports such information to an official shall have immunity from any civil liability that may arise from the making of such a report. Any act of retaliation is prohibited and subject to appropriate disciplinary action.

*Adopted 10/14*