



Whistleblower Policy

Introduction

Rockwell Falls Public Library requires its trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Rockwell Falls Public Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Duty to Report

Each member of the Rockwell Falls Public Library community has the responsibility to report actions that violate laws, regulations, and/or adopted policies of Rockwell Falls Public Library. In keeping with Rockwell Falls Public Library' commitment to fostering a community of integrity and staff support, Rockwell Falls Public Library has created a means whereby staff members are to report any concerns they may have relating to such violations without fear of retaliatory action. Examples of matters which should be reported under this policy include, but are not limited to, suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of Rockwell Falls Public Library' assets or suspected regulatory compliance violations.

Statement of Policy

A member of the Rockwell Falls Public Library community who makes a report is protected from retaliatory action, including but not limited to harassment, victimization, and change in employment, up to and including dismissal from Rockwell Falls Public Library that result from making the report. Managers must ensure that the procedures are available and known to all employees and that all employees have easy access to the mechanism for making a report.

Reporting Violations and Duty to Act in Good Faith

A member of the Rockwell Falls Public Library community who suspects wrongdoing by a colleague should promptly report the alleged conduct to their supervisor. If for some reason the member is uncomfortable with bringing the matter to their supervisor's attention, the member should report the alleged conduct to the RFPL Board President. Trustees may also contact the RFPL Board President or the Chairperson of the Rockwell Falls Public Library Board of Trustees' Audit Committee. Should the RFPL Board President be suspected of wrongdoing, then the matter should be reported to the Executive Director.

Alternatively, any member may make an anonymous and confidential complaint about an alleged violation to the RFPL Board President or the Executive Director by mailing a written report thereto by way of registered mail.

All reports must be made in good faith. Any report determined to be not founded upon reasonable grounds or otherwise frivolous may result in disciplinary action against the member filing the report.

Investigation

Upon receiving a report of misconduct the RFPL Director, Board President or trustee shall take steps to conduct an investigation without designees. A written record shall be maintained and the Board of Trustees shall be provided with a confidential report. The President of the Board will form a standing committee, if necessary to assist in conducting an investigation.

Confidentiality and Subsequent Reporting

The member making the complaint will receive general information on the progress of the investigation and its outcome unless doing so would jeopardize the investigation; provided however, that reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws and to cooperate with law enforcement officials. .

EMPLOYEE/MEMBER ACKNOWLEDGEMENT

This policy was approved by the Rockwell Falls Public Library Board of Trustees at their October 18, 2022 meeting and is to be reviewed annually.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Policy Adopted: March 15, 2022

Policy Amended October 18, 2022

Signature _____ Date _____