

# Whistleblower Policy: Reporting Suspected Violations of Law and Policy

## Policy

*The Dundee Library is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the Library's business practices, specifically: (1) reporting suspected violations of law on the part of the Library, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other government body; and (3) identifying potential violations of Library policy, specifically the policies contained in the Dundee Library Policies and Procedures Manual.*

*An employee who wishes to report a suspected violation of law or Library policy may do so confidentially by contacting any member of the Board of Trustees. Reports may also be reported anonymously.*

*The Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Library policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.*

*Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the employee's immediate supervisor, or a Board of Trustees member. All persons who receive complaints of retaliation must immediately inform the Board of Trustees President.*

*Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Board of Trustees shall direct an investigation of the suspected violation of law or policy or designate other internal or external parties to conduct the investigations. The investigating parties will notify the Board of Trustees of their findings directly, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Audit Committee of the Board of Trustees.*

*In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports directly to the Board of Trustees, then that official will not participate in the investigation.*

## Purpose

To provide a mechanism for employees to raise good faith concerns regarding suspected violations of law on the part of the Library, to cooperate in an inquiry or investigation by a court, agency, law enforcement, or other government body, or to identify potential violations of Library policy; and to protect employees who take such actions from retaliation.

Approved: December 2016