WILLIAM JEANES MEMORIAL LIBRARY
Whistleblower Policy

General
The William Jeanes Memorial Library requires employees to observe high standards of business
and personal ethics in the conduct of their duties and responsibilities. As employees and
representatives of the William Jeanes Memorial Library, we must practice honesty and integrity
in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting
It is the responsibility of all employees to report ethics violations when they reasonably believe
that some policy, practice, or activity is unethical, dishonest, misrepresentative, or in violation
of the law.

The William Jeanes Memorial Library encourages employees to report any concerns or
complaints to the Library Director, preferably in writing. If it would be inappropriate to speak to
the Library Director or the response from the Library Director is unsatisfactory, the matter
should be reported to a member of the Library Board of Directors.

No Retaliation
This policy is intended to encourage and enable employees to raise serious concerns within the
organization for investigation and appropriate action. No employee of the Library who in good
faith reports a violation of the Library’s policies or of any law, regulation, or policy shall suffer
harassment, retaliation, or adverse employment consequence. Any employee who retaliates
against someone who has reported a violation in good faith shall be subject to discipline up to
and including termination.

Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant.
Reports of violations or suspected violations will be kept confidential to the extent possible,
consistent with the need to conduct an adequate investigation.

Approved by the Library Board of Directors--1/26/22