

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.