



## WHISTLEBLOWER POLICY

*Adopted by the Board of Trustees, October 2013*

### GENERAL

Middlesex Public Library (Library) board members, employees and volunteers are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Library must practice honesty and integrity in fulfilling their responsibilities and they must comply with all applicable laws and regulations.

### REPORTING RESPONSIBILITY

It is the responsibility of all Board members, employees and volunteers to comply with the policies of the Library and to report violations or suspected violations of those policies or laws, in accordance with this policy.

### NO RETALIATION

No Board member, employee, volunteer or contractor who in good faith reports a violation or suspected violation of the Library policies or law shall suffer harassment, retaliation or adverse employment consequences as a result of such a report. A Board member, employee or volunteer who retaliates against someone who has reported a violation in good faith shall be subject to discipline up to and including termination of employment or removal from his or her position with the Library. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns over the practices or procedures of the Library within the organization prior to seeking resolution outside the Library.

### REPORTING VIOLATIONS

Library Board members, employees and volunteers shall communicate their questions, concerns, suggestions or complaints to the Library Director and/or an officer of the Library Board in order to have those issues formally addressed. All reports of violations shall be in writing and signed by the individual making the report.

If an employee or volunteer is not comfortable speaking with the Library Director about his/her question, concern, suggestion or complaint, or if he/she is not satisfied with the response, that employee or volunteer may report to the Library Board President or an officer of the Library Board.

### ACTING IN GOOD FAITH

Any good faith report of a question, concern, suggestion or complaint is fully protected by this policy, even if the report, after investigation, is not substantiated and no action is taken in response to the report.

Anyone filing a complaint concerning a violation or suspected violation of the policies and procedures of the Library or applicable laws must be acting in good faith and have reasonable grounds for believing the information disclosed indicates such a violation. Any allegations which prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

### CONFIDENTIALITY

The Library will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations, including the written reports, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### HANDLING OF REPORTED VIOLATIONS

All reports will be promptly investigated and appropriate corrective action will be taken, if warranted, as a result of the investigation. The complainant will be informed that follow-up has commenced within two weeks after the Library Director or

the Board has received the complaint or report. The Board shall be informed of all such complaints or reports and shall be informed of the status of the investigation and the conclusions of the investigator before any action is taken.