



## Palmyra Community Library Whistleblower Policy

The Palmyra Community Library (PCL) is committed to operating in an environment of honesty and integrity, and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing.

The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers, and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures.

It hereby establishes a policy against unlawful or fraudulent conduct, and outlines a procedure for employees to report actions that a trustee or employee reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the PCL's business and does not relate to private acts of an individual not connected to the business of the PCL.

### **GUIDELINES**

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the PCL as whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the PCL Manager. If the person does not feel comfortable reporting the information to the PCL, Director, he or she is expected to report the information to the President of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency.

### **SUBMITTING A COMPLAINT**

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees. In conducting such investigations, the PCL will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The PCL will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports, in good faith, to the PCL Director, Board of Trustees, or to a federal, state, or local agency what the employee believes, in good faith, to be a violation of the law; or (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights. The PCL may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

*Adopted: June 20, 2019*

*Amended: February 15, 2024*