



Whistleblower Policy

Stevens Memorial Community Library 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. Stevens Memorial Community 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, Stevens Memorial Community 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 Stevens Memorial Community Library business and does not relate to private acts of an individual not connected to the business of the Stevens Memorial Community Library.

Stevens Memorial Community 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, Stevens Memorial Community Library policy, and procedures.

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the Stevens Memorial Community Library as a 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 Executive Director. If the person does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the President of the Board of Trustees.

All reports will be communicated 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 Stevens Memorial Community Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Stevens Memorial Community Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports, in good faith, to a supervisor, the executive director, the 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 Stevens Memorial Community Library 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.

Appendix A, the Acknowledgement & Certification Form, will be distributed with this policy to trustees, officers, employees, and volunteers on an annual basis. Individuals within these groups are required to return Appendix A to the Executive Director. Completed Appendix A forms will be kept on file at the Stevens Memorial Community Library office.

Appendix A

Stevens Memorial Community Library Whistleblower Policy

Trustee, Officer, Employee and Volunteer Acknowledgement & Certification Form

I, _____, hereby certify that:
[print full name]

- a. I have received a copy of the Stevens Memorial Community Library Whistleblower Policy (the “Policy”);
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____

ADOPTED by the Stevens Memorial Community Library Board of Trustees: May 10, 2021

Note: This form needs to be completed, and handed in to library Director, annually by all Trustees, Officers, Employees, and Volunteers.