

Whistle Blower Policy

GUIDELINES

This policy is an internal policy on access to the Audit Committee, which is comprised of trustees and the library director or the President of the Board of Trustees. This policy prohibits Red Jacket Community Library taking any adverse action against its employees, trustees, volunteers, or affiliates for disclosing to the Audit Committee, in good faith, any unethical and improper practices or alleged wrongful conduct. Any employee, trustee, volunteer, or affiliate against whom any adverse personnel action has been taken due to disclosure of information under this policy may approach the Audit Committee or The Board of Trustees for appropriate relief.

CONFIDENTIALITY

An employee, trustee, volunteer, or affiliate who observes any unethical and improper practices or alleged wrongful conduct may report the same to the Audit Committee. Confidentiality shall be maintained to the greatest extent possible.

PROCEDURES

- a. Any employee, trustee, volunteer, or affiliate who observes any unethical and improper practices or alleged wrongful conduct shall make a disclosure to the Audit Committee as soon as possible, but not later than 45 consecutive calendar days after becoming aware of the same.
- b. If the employee, trustee, volunteer, or affiliate is unwilling or unable to put an oral disclosure in writing, s/he may approach the Library Director directly or the chairperson of the Audit Committee.
- c. The Audit Committee shall appropriately and expeditiously investigate all whistle blower reports received. In this regard, the Audit Committee, if circumstances so suggest, may appoint another committee to investigate the matter.
- d. The Audit Committee shall have the right to outline detailed procedure for an investigation.
- e. The Audit Committee shall have the right to call for any information or documents and reports regarding examination of any employee, trustee, volunteer, or affiliate of the Red Jacket Community Library as they may deem appropriate for the purposes of conducting the examination.
- f. A report shall be prepared after completion of the investigation and the Audit Committee shall determine the cause of action and may order for remedies which may include an order for an injunction to restrain continuous violation of this policy; reinstatement of any employee, trustee, volunteer, or affiliate to the same or equivalent position; order for compensation for lost wages, remuneration or any other benefit.

NOTIFICATION

The library director is required to notify and communicate the existence and contents of this policy to the employees. New employees, trustee, volunteer, or affiliate shall be informed about the policy at the time of hiring using the Whistleblower Policy Acknowledgement form (Appendix 1F).