

# **Weedspport Free Library**

## **Whistleblower Policy**

It is the responsibility of all members of the Board of Trustees and all employees of the Weedspport Free Library to report violations or suspected violations of the Code of Ethics (the “Code”) in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Employees should generally share their questions, concerns or complaints with the Library Director. However, if an employee believes that the Library Director is not the appropriate person or is not satisfied with the Library Director’s response, the employee is encouraged to report violations or suspected violations of the Code to the President of the Board of Trustees. The President of the Board shall address all reported concerns regarding corporate accounting practices, internal controls or auditing. Allegations concerning the President of the Board shall be made to the Vice-President or another officer of the Association.

Anyone alleging a violation or suspected violation of the Code of Ethics must act in good faith and have reasonable grounds for believing that the information disclosed indicates a violation of the Code. The making of an allegation that is proven not to be substantiated and proven to have been made maliciously or with knowledge that the allegation is false will be viewed as a serious disciplinary offense.

Allegations may be submitted on a confidential basis or anonymously 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. All allegations will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant shall be notified of the outcome of the investigation promptly after its completion.

**Approved November 11, 2021**