



## **Whistleblower Protection Policy**

The Roeliff Jansen Community Library is committed to maintaining a workplace where employees and volunteers operate with the highest ethical and legal standards. The purpose of this policy is to provide guidelines for reporting unethical or illegal behavior by Roeliff Jansen Community Library's board members, committee members, staff, volunteers, vendors, professional service providers, or affiliated organizations.

It is the responsibility of all employees, committee members, and board members to report ethical or legal violations or suspected violations in accordance with this Whistleblower Protection Policy.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Any Library staff member, committee member, board member, or volunteer who in good faith reports waste, fraud, or abuse at the Library will not be fired or otherwise retaliated against for making the report. The report will be investigated and regardless of whether the investigation determines there was waste, fraud, or abuse, the individual making the report will not be retaliated against for making the report.

To report suspected waste, fraud, or abuse, a written report should be filed with the Library Director. If it would be inappropriate to make the report to the Library Director, a report may be filed with any member of the Board of Trustees.

An appropriate investigation will be undertaken and a report summarizing its findings will be provided to the person filing the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Approved by the Board of Trustees, January 12, 2010**  
**Reviewed and Amended, April 19, 2022**