

## WHISTLEBLOWER POLICY

Allen County Public Library (ACPL) requires all employees, officers, and Trustees to conduct their business fairly, impartially, in an ethical and proper manner. We must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **REPORTING RESPONSIBILITY**

This Whistleblower Policy is intended to encourage and enable employees and volunteers to raise serious concerns internally so that the library can address and correct inappropriate conduct and actions. It is the responsibility of all employees and volunteers to report concerns about violations or suspected violations of law or regulations that govern the library's operations.

### **NO RETALIATION**

ACPL will not tolerate retaliation against any employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of ACPL. 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.

### **REPORTING PROCEDURE**

ACPL suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Manager.

### **ACTING IN GOOD FAITH**

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 which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis 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.

### **HANDLING OF REPORTED VIOLATIONS**

The Human Resources Manager is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved including appropriate corrective action if warranted. The Human Resources Manager is responsible for reporting all complaints and their resolution to the Director. If the Director is the subject of a reported violation, the complaint and proposed resolution will be reported to the ACPL Library Board by the Human Resources Manager.