Whistleblower Policy

Adopted: 6/18
Revised:
Approved by: Library Board of Trustees

Purpose

The Fenton Free Library's Rules of Conduct requires all employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of this organization, we (employees and volunteers) shall practice honesty and integrity in fulfilling their responsibilities and shall comply with all applicable laws and regulations.

Reporting

It is the responsibility of the staff and volunteers to comply with Fenton Free Library's Rules of Conduct and all local, state and federal laws and regulations, and to report any factual information based on unethical, dishonest, misrepresentative, or unlawful conduct

The Fenton Free Library encourages all staff and volunteers to report any questions, concerns, suggestions or complaints promptly. Information shall be directed to a supervisor. If unsatisfied with the response, the matter may be taken up with the director. If it would be inappropriate to speak to the director, the president, the vice president, or the treasurer of the Board of Trustees shall be advised.

No Retaliation

This policy is intended to encourage and enable employees and volunteers to raise serious concerns within the organization for investigation and appropriate action. No employee of the library or volunteer who in good faith reports a violation of the library's policies or of any law, regulation or policy shall suffer harassment, retaliation or adverse employment consequence. Any employee who retaliates against someone who has reported a violation in good faith shall be subject to discipline up to and including termination.