

## **Whistle Blower Policy**

The Geneva Public Library (“the Library”) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Trustees (“the Board”), officers, employees, or volunteers.

The Library strives to protect its employees, business, and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive, or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

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### **MAKING A COMPLAINT**

If an employee reasonably believes that a workplace activity or situation is unsafe, illegal, abusive, or fraudulent, they should bring the problem to the attention of the Director. The Library will, if appropriate, conduct a prompt and thorough investigation of the situation. Employees may report problems anonymously but should be aware that this may hamper the Library’s ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

Problems that are covered by other Library complaint procedures (e.g., employment discrimination, harassment) should be reported in the manner and to the individual(s) set out in those specific procedures and not under this policy.

### **NO RETALIATION**

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee’s identity, if made known to the Geneva Public Library, will be protected by the Library to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately. If the employee does not feel comfortable reporting the information to the Director, they are

expected to report the information to the Board President or to a federal, state, or local agency.

**ACKNOWLEDGEMENT**

Board Trustees, Officers, and Key Employees<sup>1</sup> must annually sign an acknowledgment that they have read, understood, and will comply with the Whistleblower policy.

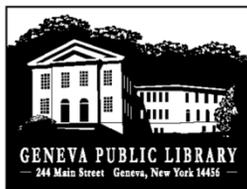
**Adopted by the Board of Trustees:** November 19, 2014

**Amended by the Board of Trustees:** 6/29/2016, 6/28/2017, 6/27/2018, 6/26/2019, 2/28/2020, 2/23/2022, 2/22/2023

**Reviewed by the Policy Review Committee:** 2/13/2023

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<sup>1</sup> any person who is in a position to exercise substantial influence over the affairs of the Geneva Public Library, such as the Director or Finance Clerk.



## Whistle Blower Policy Acknowledgement/Certification

(To be completed by Trustees, Officers, and Key Employees<sup>2</sup>)

I, \_\_\_\_\_, hereby certify that:

1. I have received a copy of the Geneva Public Library's Whistle Blower Policy ("the Policy").
2. I have read and understood the Policy.
3. I agree to comply with the Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<sup>2</sup> any person who is in a position to exercise substantial influence over the affairs of the Geneva Public Library, such as the Director or Finance Clerk.