

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

#### POLICY

The West Chicago Public Library District requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, we must practice honesty and integrity in fulfilling our responsibilities, and comply with all applicable laws and regulations.

#### PROCEDURE

##### **Reporting Responsibility**

It is the responsibility of all trustees, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

##### **No Retaliation**

No trustee, officer, or employee who in good faith reports a violation 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 Library prior to seeking resolution outside the Library.

##### **Reporting Violations**

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, he/she is encouraged to speak with Human Resources or anyone in management. Managers are required to report suspected violations to the Library's Ethics Advisor, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when not satisfied or uncomfortable, individuals should contact the Library's Ethics Advisor directly.

**Ethics Officer**

The Library's Ethics Officer is responsible for investigating and recommending action on all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Library Director. The Ethics Officer is required to report to the Board of Library Trustees at least annually on compliance activity. The Library's Ethics Officer is designated by the President of the Board of Library Trustees.

**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 or may be submitted anonymously. 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 Ethics Advisor will notify the sender, if not anonymous, and acknowledge receipt of the reported or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved by Board of Library Trustees: March 28, 2011

Approved by Board of Library Trustees: April 28, 2014

Approved by the Board of Library Trustees: May 22, 2017