



## Whistleblower Protection Policy

### Purpose

The Webster Public Library will maintain a workplace that respects and protects the rights of the Director, Trustees, and employees to report improper activities such as violation of laws, abuse of authority creating danger to health or safety, or material waste of resources.

### Guidelines

- The privacy and reputation of the employee making the allegation shall at all times be protected and respected. There will be no punishment or retaliation for reporting circumstances described in this policy.
- It is the responsibility of all Board of Trustees members, employees, and volunteers to report concerns about violations of the Webster Public Library's code of ethics or suspected violations of law or regulations that govern WPL's operations.

### Procedure

- An employee who knows or believes that there has been a violation of laws, abuse of authority creating danger to health or safety, or material waste of the organization's resources should contact the Library Director in person or in writing.
- If the alleged wrongdoing concerns the Library Director, then the employee should contact the President of the Board of Trustees of the Webster Public Library in person or in writing.
- The person receiving this type of information shall make a written record of all such reports and perform or facilitate an investigation of all credible allegations.

Adopted: 12/10/2014

Updated:

Reviewed: