

## **Aloha Community Library Association Whistleblower Policy**

**Purpose:** Aloha Community Library Association (ACLA) is committed to maintaining a workplace where employees and volunteers operate with the highest ethical and legal standards. The purpose of this policy is to provide guidelines for reporting unethical or illegal behavior by ACLA's board members, committee members, staff, volunteers, vendors, professional service providers, or affiliated organizations.

**Reporting responsibility:** It is the responsibility of all employees, committee members, and board members to report ethical or legal violations or suspected violations in accordance with this Whistleblower Policy.

**No retaliation:** No employee, volunteer, committee member, board member, or member of the public who in good faith reports a legal or ethical violation shall suffer harassment, retaliation, or adverse consequences. 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. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within ACLA prior to seeking resolution outside of ACLA.

**Reporting violations:** ACLA has an open-door policy and suggests that employees, volunteers, or board members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, that would be one of the library's managers. Managers are required to report suspected legal or ethical violations to either the Library Director or the Board President, as appropriate.

**Accounting and auditing matters:** The Finance Committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing.

**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 proved not to be substantiated and which proved 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 Library Director or Board President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrections will be taken if warranted by the investigation.