

SCOTT TOWNSHIP PUBLIC LIBRARY

301 Lindsay Rd.
Scott Township, PA 15106-4206

Phone: 412.429.5380

Fax: 412.429.5370

WebSite: <http://www.scottlibrary.org>

Title	Whistle Blower Protection Policy
Date Approved	7/18/11
Amended	
Prepared by	Janet B. Forton, Director

PURPOSE: SCOTT TOWNSHIP PUBLIC 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 members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to SCOTT TOWNSHIP PUBLIC LIBRARY's business and does not relate to private acts of an individual not connected to the business of SCOTT TOWNSHIP PUBLIC LIBRARY.

STATEMENT OF POLICY:

- 1. Reporting Responsibility:** If an employee has a reasonable belief that an employee or SCOTT TOWNSHIP PUBLIC LIBRARY has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director. If the employee does not feel comfortable reporting the information to the Director, he or she is expected to report the information to a Member of the Board of Director also known as a Trustee.
- 2. No Retaliation:** SCOTT TOWNSHIP PUBLIC LIBRARY will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

SCOTT TOWNSHIP PUBLIC LIBRARY may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, SCOTT TOWNSHIP PUBLIC LIBRARY will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by SCOTT TOWNSHIP PUBLIC LIBRARY or any of its employees of a violation of any applicable law or regulation.



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3. **Reporting Process:** All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, SCOTT TOWNSHIP PUBLIC LIBRARY will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The investigation will be handled by a designated Committee of the Board of Directors, and appropriate action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and / or follow-up with the reporter for resolution of the concern.

The designated committee has the authority to retain outside legal counsel, accountants, private investigators, any other resource, or refer to another appropriate Committee of the Board of Directors, as deemed necessary to conduct a full and complete investigation of the allegations.

4. **Acting in Good Faith:** Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of SCOTT TOWNSHIP PUBLIC LIBRARY policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.
5. **Posting and Notification:** This approved policy will be posted on the SCOTT TOWNSHIP PUBLIC LIBRARY Website (www.scottlibrary.org) under the "Policy" section. A copy of this policy will also be in the Employee Handbook and Board of Directors orientation package. A signed copy will be kept on file.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Print Your Name

Your Signature

Date

Examples and wording from: American Library Association: <http://www.ala.org/ala/mgrps/divs/altaff/trustees/orgtools/policies/whistle-blower.doc> and from PANO (Pennsylvania Association of Nonprofit Organizations, example from 2007.

