

Whitehall Public Library Policies

Title	Fraud and Corruption
Date Approved	5/10/2017
Amended	
Prepared by	Whitehall Library Board of Directors

Purpose:

The Whitehall Public Library recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. This policy covers all WPL employees and board members, as well as vendors, clients, customers and partners to the extent that any WPL resources are involved or impacted.

Statement of Policy:

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Examples include:

- Falsification of expenses or invoices
- Theft of cash or fixed assets
- Alteration or falsification of records
- Failure to account for monies collected
- Knowingly providing false information on employment applications or requests for funding

Corruption is defined as the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Examples include:

- Bribery
- Conspiracy
- Extortion

REPORTING OF FRAUD OR CORRUPTION

All employees and board members have a duty to report concerns they have, or information provided to them, about the possible fraudulent or corrupt activity of any. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has the responsibility to report the suspected act immediately.

Library Staff:

In most cases, the Library Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Library Director or you are not satisfied with his or her response, you are encouraged to speak to a Board Officer, or anyone in management whom you are comfortable in approaching. Reports of violations or suspected violations may also be submitted on a confidential basis by the complainant or may be submitted anonymously.

Staff members receiving reports of violations are required to report suspected violations to the Library Board, which has specific and exclusive responsibility to investigate all reported violations. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Library Board Members:

As with library employees, all Board members have a duty to report concerns they have, or information provided to them about any possible fraudulent or corrupt activity. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has the responsibility to report the suspected act immediately. In most cases, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with the Board President or you are not satisfied with his/her response, you are encouraged to speak to the Treasurer of the Board of Directors. Violations or suspected violations may also 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.

Retaliation/Retribution

Retaliation and retribution will not be tolerated against any employee or board member who so reports suspected fraudulent or corrupt activities. However, if an employee or board member is determined to have acted maliciously or with deceit, the employee or board member will be subject to disciplinary action.