

Whitehall Public Library Policies

Title	Whistleblower Policy
Date Approved	5/10/2017
Amended	9/14/2022
Prepared by	Whitehall Library Board of Directors

Purpose:

The Whitehall Public Library (“WPL”) requires its employees, board of directors, and volunteers to observe the highest standards of business and personal ethics in conducting their WPL duties and responsibilities.

Statement of Policy:

WPL, its employees, board members, and volunteers shall practice honesty and integrity in fulfilling all responsibilities while complying with all applicable laws and regulations, including but not limited to, the Pennsylvania Whistleblower Law, 43 P.S. § 1421 et seq.

Reporting Responsibility:

This Whistleblower Policy is intended to encourage and set forth processes to enable WPL employees, board members, and volunteers to internally report inappropriate or illegal conduct and/or behavior so that WPL may address and correct such inappropriate or illegal conduct and/or behavior.

It is the responsibility of all WPL employees, board members, and volunteers to report instances or potential instances of wrongdoing or waste (hereinafter “violations” or “suspected violations”). Wrongdoing shall be referred to as “a violation which is not of a merely technical or minimal nature of a Federal or State statute or regulation, of a Whitehall Borough ordinance, of a regulation or policy that govern WPL operations, or of an applicable code of conduct or ethics designed to protect the interest of the public or WPL.” Waste shall be referred to as “WPL’s conduct or omissions which result in substantial abuse, misuse, destruction or loss of funds or resources belonging to or derived from Commonwealth or Borough resources.”

Reporting Procedure:

WPL has an open-door policy. If a WPL employee would like to report a violation or suspected violation, as described in this Policy, he or she should make a report, verbally or in writing, to their supervisor. If an employee is not comfortable speaking with their supervisor or is not satisfied with a supervisor’s response to their report, they should make a report, orally or in writing, to the Library Director or Board President.

Supervisors are required to report employee reports, complaints, or concerns in writing to the Library Director or Board President, who shall have the responsibility to investigate all

reported complaints. Library volunteers shall report a violation or suspected violation to the Library Director. Board members shall report to the Board President.

No Retaliation:

WPL will not retaliate against any employee, board member, or volunteer who, in good faith, reports a violation, a suspected violation, or participates in an investigation, hearing, or inquiry held by an appropriate authority or court due to the report of a violation or a suspected violation. Retaliation shall include, but not be limited to discharging, threatening, or otherwise discriminating against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.

An employee, board member, or volunteer who retaliates against someone who has reported a violation or suspected violation in good faith may be subject to discipline, which may include termination of employment, removal of Board membership, or revocation of further volunteer opportunities.

Acting in Good Faith:

Any employee, board member, or volunteer who orally or in writing reports 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 or are reasonably believed to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality:

WPL will not disclose the identity of an employee, board member, or volunteer who reports a violation or suspected violation without their consent, unless disclosure is unavoidable in the investigation of the alleged violation.

Accounting and Auditing Matters:

The Library Director or Board President shall immediately notify the Board Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing.

Handling of Reported Violations:

The Library Director or Board President will notify the individual who submitted the complaint and will acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and, if warranted, appropriate corrective action will be taken by the investigation.