

# **MGT-16: Whistleblower Policy**

Adopted: 11/16/2023; Revised: 1/25/2024

## **Policy Statement**

The Orion Township Public Library ("Library") is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, the Library expects employees and others with serious concerns about any aspect of the Library's ongoing operations to come forward and voice those concerns. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns without fear of retaliation.

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## **Regulations**

### **1. Scope**

This Whistleblower Protection Policy is intended to cover the concerns of any employee, director, trustee, or of any individual closely involved in the operations of the Library. These concerns may be about something that:

- Is unlawful
- Violates the Library's stated policies
- Falls below established standards of practice
- Represents improper or unethical behavior

### **2. Safeguards**

The Library will not tolerate harassment or retaliation and will take action to protect those who raise a concern in good faith.

Every effort will be made to protect an individual's identity if they report a concern and do not want their name disclosed. The investigation process, however, may reveal the source of the information, and/or a statement by the individual may be required as part of the evidence. Individuals are encouraged to put their names to allegations. Concerns expressed anonymously are much less powerful, but they may be considered at the discretion of the Library.

If an allegation is made in good faith, but is not corroborated by the investigation, no action will be taken against the originator of the allegation. If individuals make malicious allegations, disciplinary action may be taken against that individual.

### **3. Raising a Concern**

In most cases concerns should be addressed to the Library Director. If the subject of the allegation happens to be the director, then the President of the Board of Trustees should be contacted. In all cases, an initial investigation will determine whether a full investigation is required.

Concerns should be reported in writing. The background and history of the issue, together with pertinent dates, should be included. Include as much detail as possible, including the reason why the individual suspects fraud, theft, or corruption. The earlier the concern is reported, the easier it is to investigate and act. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for concern.

#### **4. How the Complaint Will Be Handled**

The action taken by the Library will depend on the nature of the concern. The matters raised may be investigated internally by the Library Director or Board of Trustees and/or reported to the police.

The complainant will receive, within (10) working days of a concern being received, written communication that includes:

- Acknowledging that the concern has been received
- Indicating how the matter will be handled
- An estimate of how long it will take to provide a final response
- Telling them the status of the initial investigation
- Telling them if any further investigation will take place, and if not, why

Where appropriate and subject to legal constraints, the complainant will receive information about the outcome of any investigation. The investigating parties will act in accordance with any local, state, and federal laws, including but not limited to The Whistleblowers' Protection Act and The Library Privacy Act.

#### **5.**

A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.