

# Stillwater Public Library Whistleblower Policy

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## **Part I: Policy**

### **1. Purpose**

Stillwater Public Library (the “Library”) is committed to operating in an environment of honesty, integrity, and compliance with all applicable laws, rules, and regulations, including those related to accounting and auditing. The Library prohibits fraudulent practices by any trustee, officer, employee, or volunteer, and expects adherence to laws, regulations, Library policies, and procedures.

This policy establishes procedures for reporting actions that reasonably appear to violate laws or regulations, or that constitute fraudulent accounting or related practices. It applies only to matters related to Library business.

### **2. Policy**

The Library strictly prohibits fraudulent practices by trustees, officers, employees, or volunteers. Any individual with a reasonable belief that such conduct has occurred must report it immediately.

- Reports should first be made to the Director.
- If the reporter is uncomfortable contacting the Director, they should report to a member of the Executive Committee.
- Reports may also be made to federal, state, or local agencies.

All reports will be presented to the Board of Trustees, promptly acted upon, and investigated. Investigations will keep the reporter’s identity as confidential as possible while ensuring a thorough review.

Any individual who is the subject of a whistleblower report will not participate in Board deliberations or voting related to the report, although they may be asked to provide information as needed before deliberations begin.

No trustee, officer, employee, or volunteer will be retaliated against for reporting suspected violations in good faith, participating in investigations, or exercising rights under law.

### **3. Responsibility**

Trustees and supervisors will be trained on this policy, including the Library’s prohibition on retaliation. All trustees, officers, employees, and volunteers will receive a copy of this policy and must sign an acknowledgment form (Exhibit A). The Library will post this policy in a conspicuous location.

**Part II: Forms**

**Whistleblower Acknowledgement Form (Exhibit A)**

Name:

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Position (Trustee / Officer / Employee / Volunteer):

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I acknowledge receipt of the Stillwater Public Library Whistleblower Policy:

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Signature:

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Date:

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