

Whistleblower Policy

The Eagle Free Library is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing. The library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects trustees, officers, employees and volunteers to conduct themselves in accordance with law, regulations, library policy, and procedure.

The Eagle Free Library Board of Trustees hereby establishes a policy against unlawful or fraudulent conduct and outlines a procedure for employees to report actions that a trustee or 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 the library's business and does not relate to private acts of an individual not connected to the business of the library.

If a trustee, officer, employee, or volunteer member has a reasonable belief that a trustee, officer, employee, or volunteer, or that the library as a whole has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Director. If the person does not feel comfortable reporting the information to the Director, they are to report the information to the President of the Board of Trustees. That person may, in addition, report the matter to a federal, state, or local agency.

All reports will be acted upon promptly and an investigation conducted. The person assigned to conduct the investigation will deliver their findings to the Board of Trustees. In conducting such investigations, the library will strive to keep the identity of the complaining individual as confidential as possible while conducting a review and investigation.

The library will not retaliate against any employee in the terms and conditions of employment because that employee: (a) reports, in good faith, to a supervisor, the Director, the Board of Trustees, 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 their 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. The library may take disciplinary action (up to and including termination) against an employee, trustee, officer, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this Whistleblower Policy or has violated other provisions of this policy.

Board of Trustees

Eagle Free Library

Adopted: June 1, 2020