

## Schuylkill Valley Community Library Whistleblower Policy

- I. Purpose

The general purpose of this policy is to protect any SVCL employee, board member, or other representative who makes a good faith disclosure of suspected wrongful conduct. This policy establishes the appropriate reporting mechanism to be used for notification of known or suspected wrongdoing and addresses protection from retaliation.
- II. Wrongful Conduct
  - A. Wrongful conduct is defined in this Whistleblower Policy to include:
    1. A serious violation of SVCL policy
    2. A violation of applicable state and federal law
    3. The use of SVCL property, resources, or authority for personal gain or other non-organization related purpose except as provided under SVCL policy
  - B. This definition of wrongful conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy.
  - C. The Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of SVCL.
- III. No Retaliation
  - A. No trustee or employee who in good faith reports wrongful conduct will suffer harassment, retaliation or adverse employment consequence.
  - B. Any director, officer, or employee who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment or removal from the board or directors, as applicable.
  - C. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SVCL prior to seeking resolution outside SVCL.
- IV. Reporting Wrongful Conduct
  - A. It is the responsibility of the library director, board of trustees, and employees to report wrongful conduct in accordance with the Whistleblower Policy.
  - B. SVCL encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly.
  - C. Any trustee or employee may report wrongful conduct to the library director or the president of the board of trustees.
  - D. If the wrongful conduct implicates the library director and/or the president of the board of trustees, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the board of directors.
  - E. The library director, president of the board of trustees, and all members of the board of trustees to whom a report of wrongful conduct is made are required

to immediately advise the full board of trustees of such report of wrongful conduct.

V. Acting in Good Faith

- A. Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct.
- B. Any allegations that prove unsubstantiated or have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VI. Confidentiality

- A. Reports of wrongful conduct or suspected wrongful conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously.
- B. Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Wrongful Conduct

- A. A representative of the board of trustees will notify the sender and acknowledge receipt of the reported wrongful conduct or suspected wrongful conduct within five business days, unless such report was submitted anonymously.
- B. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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