

**EMMAUS PUBLIC LIBRARY**  
**WHISTLEBLOWER POLICY**

**PURPOSE:**

Emmaus Public Library (the "Library") is committed to operating an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The Library establishes a policy against unlawful or fraudulent conduct and outlines a procedure for trustees, employees, and volunteers to report actions that a trustee, employee, or volunteer 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.

**POLICY:**

The Library prohibits fraudulent practices by any of its trustees, employees, or volunteers and expects its trustees, employees, and volunteers to conduct themselves in accordance with law, regulation, library policy, and procedures. If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, employee, or volunteer, or 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 in writing. If the person does not feel comfortable reporting the information to the Director, he or she is expected to report the information to a member of the Board of Trustees in writing. The person may, in addition, report the matter to a federal, state, or local agency.

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees, which will take action upon the report as necessary. The Library will maintain confidentiality of the individuals involved in the complaint according to the protections afforded by applicable state and federal law. The Library will not divulge the identity of the person filing the report except as required by law or needed by the investigating party for a lawful purpose.

The Library will not retaliate against an employee, in the action of being a whistleblower, in the terms and conditions of employment because that employee:

- a) reports, in good faith, to 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 his or her 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.

Emmaus Public Library may take disciplinary action (up to and including termination) against an employee, trustee, or volunteer who, in the Board of Trustee's assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

**RESPONSIBILITY:**

The Trustees and Library Director will be informed of this policy and of the Library's prohibition against retaliation in accordance with this policy. All employees, trustees, and volunteers will receive a copy of this policy and be asked to acknowledge receipt in writing through the use of the form attached as Appendix A.

Adopted January 21, 2020  
Revised December 20, 2022

APPENDIX A

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ACKNOWLEDGEMENT/CERTIFICATION

(Must be completed by Trustees, Employees, and Volunteers)

I, \_\_\_\_\_, hereby certify that:

a. I have received a copy of the Emmaus Public Library's Whistleblower Policy (the

"Policy");

b. I have read and understand the Policy; and

c. I agree to comply with the Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_