

The Lewes Public Library, Inc.

Whistleblower Policy

This policy:

- Encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Library;
 - Specifies that the Library will protect the person from retaliation; and
 - Identifies where such information can be reported.
1. **Encouragement of Reporting.** The Library encourages complaints, reports, or inquiries about *perceived* illegal practices or serious violations of the Library's policies, including illegal or improper conduct by the Library itself, by its leadership, or by others on its behalf. Appropriate subjects to consider under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Library has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Library's appropriate channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
 2. **Protection from Retaliation.** The Library prohibits retaliation by or on behalf of the Library against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Library reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
 3. **Where to Report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the Library's chief employed executive or President of the Board. If both of those persons are implicated in the complaint, report, or inquiry, it should be directed to another Library trustee or the Director of Sussex County Libraries. The Library will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Library may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.