



The Lewes Public Library, Inc.

Whistleblower Policy

A. Policy

The Lewes Public Library (“LPL”) requires members of the Board of Commissioners, employees and volunteers to conduct themselves responsibly in accordance with the LPL’s policies and all applicable laws. The LPL is committed to maintaining an environment where board members, employees and volunteers are free to raise good faith concerns regarding the business practices of the LPL including, but not limited to:

1. Reporting suspected violations of the law;
2. Providing truthful information in connection with an inquiry or investigation by a court, law enforcement agency or other public body;
3. Identifying violations of the LPL’s policies and procedures.

This policy covers any action or suspected action taken by the LPL, its Board of Commissioners, employees or volunteers. Appropriate violations to consider under this policy include, but are not limited to, fraud, financial improprieties, theft, accounting or audit matters, and misuse of authority for personal gain or other non-LPL purposes.

B. Reporting

Violations or suspected violations of law or LPL policy may be submitted on a confidential basis by the complainant or may be submitted anonymously. Board members, employees and volunteers should raise concerns and/or report violations to the Chair of the Board of Commissioners or the LPL’s Executive Director. However, if concerns are with or about either of those parties, then the conduct should be directly reported to the LPL’s Board of Commissioners. In addition, concerns and/or reports of suspected violations may be reported to an appropriate public body, i.e., City of Lewes, The Attorney General’s Office, Sussex County Council,

C. Investigation Process

Upon receipt of the complaint, the Board of Commissioners and/or the LPL’s Executive Director will conduct a prompt and thorough investigation. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. Where a violation of law or LPL policy is found to have occurred, the LPL shall take prompt and appropriate remedial action.

D. Protection from Retaliation

The LPL prohibits any form of retaliation including harassment, intimidation and adverse employment actions against anyone who raises suspected violations of law, cooperates in inquiries or investigations or identifies potential violations of LPL's policies. This protection extends to those whose allegations are made in good faith, but prove to be mistaken.

E. Good Faith Reporting

Any LPL Board of Commissioners' member, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegation that cannot be substantiated and can be reasonably determined to have been made maliciously or knowingly false will be considered a serious disciplinary offense.

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Adopted by the Lewes Public Library Board of Commissioners

December June 12, 2009

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