

## WHISTLEBLOWER POLICY

Any Parma Public Library staff member or volunteer who reports any inappropriate conduct or wrongdoing at the Library, including waste, fraud or abuse, will not be fired or otherwise retaliated against for making the report.

To report suspected wrongdoing a written report should be filed with the Library Director who will then report it to the Executive Committee of the Board (President, Vice-President, and Secretary). If it would be inappropriate to make the report to the Library Director, a report may be filed with any member of the Executive Committee.

An appropriate investigation will be undertaken by the Executive Committee and a report summarizing the findings will be provided to the person making the report. The Executive Committee will determine steps to be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.

If no wrongdoing is found, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems—including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.