

WHISTLEBLOWER POLICY

Section 12.1 Intent – The West Palm Beach Library Foundation requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the West Palm Beach Library Foundation, all must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Section 12.2 Reporting Responsibility – It is the responsibility of all directors, officers and employees to comply with this policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

Section 12.3 No Retaliation – No director, officer or employee who in good faith reports a violation of the policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the West Palm Beach Library Foundation prior to seeking resolution outside the West Palm Beach Library Foundation.

Section 12.4 Reporting Violations – The policy addresses the organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with his/her supervisor or the employee is not satisfied with his/her supervisor’s response, the employee is encouraged to speak with the Chairman of the Board

Section 12.5 Accounting and Auditing Matters – The Finance, Investment and Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Chairman of the Board of Directors shall immediately notify the Finance, Investment and Audit Committee of any such complaint and work with the committee until the matter is resolved.

Section 12.6 Acting in Good Faith – Anyone filing a complaint concerning a violation or suspected violation of the policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Section 12.7 Confidentiality – Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Section 12.8 Handling of Reported Violations – The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.