Purpose

The Keene Public Library (hereinafter, "KPL") encourages all directors, trustees, employees, and volunteers, acting in good faith to report suspected or actual wrongful conduct. Any KPL director, trustee, employee, or volunteer who reports a suspected or actual wrongful conduct, in good faith, will not be fired or otherwise retaliated against for making the report.

This Whistleblower Policy is intended to protect the reporter when concerns are raised regarding the KPL, such as the following:

- Deliberate falsification of financial reporting;
- Criminal or unlawful activity;
- Activities that are in opposition to KPL policies; or
- Activities which otherwise amounts to serious improper conduct.

The KPL is committed to upholding the highest of standards of ethical, moral, and legal business conduct, and the commitment to open communication. All directors, trustees, employees, and volunteers are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy provides an avenue for all directors, trustees, employees, and volunteers to raise concerns without the fear of retaliation.

Regulations

Any director, trustee, employee, or volunteer who reports in good faith a violation of this policy will not suffer any intimidation, harassment, discrimination, or other retaliation or, in the case of an employee, adverse employment consequence. A director, trustee or employee who retaliates against someone who has filed a complaint in good faith is subject to disciplinary action and/or personnel action up to and including termination of employment, consistent with the KPL's policies, rules, and collective bargaining agreement.

Any director, trustee, employee, or volunteer who files a report concerning a violation or suspected violation of this policy must do so in good faith and have reasonable grounds for

believing the information in the report indicates a violation of this 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.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The KPL's procedures must be followed, and supervisors kept informed.

The Whistleblower Policy is intended to encourage and promote employees and others to settle any serious concerns within the KPL prior to seeking resolution outside of the KPL.

Reporting Violations

Individuals should share their questions, concerns, suggestions, or complaints first with their supervisor, then with the Library Director, who will address the concern promptly. If it is inappropriate to make the report with the Library Director, individuals can take their concerns to any Library Board member.

Handling of Reported Violations

An appropriate investigation will be undertaken by the Library Director or Board member and a report summarizing the findings will be given to the individual who filed the complaint (if a name is given) and the Library Board within five (5) business days. If more than five (5) business days are needed, the individual who filed the complaint will be notified in writing of an estimated the investigation will be completed (to be done no later than 30 days after the first report is made). Steps will be taken to deal with the issue consistent with the KPL's policies, rules, and collective bargaining agreement.

Responsibilities

All directors, trustees, employees, and volunteers must be knowledgeable about this policy. All reports/ complaints made must go through the appropriate channels noted above. Management must make sure that all trustees, employees, and volunteers are aware of this policy and understand the channels of reports. Any findings of wrongful conduct or false allegations shall be kept in the individual's personnel file.

The individual(s) who undertake the investigation must uphold confidentiality to the fullest extent possible and must investigate the claim appropriately.