

Windsor Library Association

Whistleblower Policy

Windsor Library Association requires directors, officers, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of the Windsor Library Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable volunteers and others to raise serious concerns internally so that the Windsor Library Association can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of law or regulations that govern Windsor Library Association's operations.

No Retaliation

It is contrary to the values of Windsor Library Association for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Windsor Library Association. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure

Windsor Library Association has an open-door policy and suggests that volunteers share their questions, concerns, suggestions, or complaints with any Executive Committee member. If you are not comfortable speaking with a member of the Executive Committee or you are not satisfied with their response, you are encouraged to speak with a member of the Nominating Committee. Executive and Nominating Committee members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Windsor Library Association's Nominating Committee, which has the responsibility to investigate all reported complaints. Volunteers with concerns or complaints may also submit their concerns in writing directly to the President.

Nominating Committee

The Windsor Library Association's Nominating Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Nominating Committee will investigate all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Windsor Library Association's Treasurer shall immediately notify the Executive Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.

Confidentiality

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

Handling of Reported Violations

The Windsor Library Association's Nominating Committee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on April 25, 2018.