



Sewickley Public Library Whistleblower Policy

Date Adopted: April 13, 2009
Date Revised: October 10, 2016
Date Revised: February 24, 2025

Whistleblower Policy

Purpose

The purpose of the Whistleblower Policy is to encourage employees to disclose any malpractice or misconduct of which they become aware and importantly to protect employees who report allegations of such malpractice or misconduct. The policy applies to issues brought forward by and protects all employees, suppliers, agents, contractors, and patrons of the Sewickley Public Library.

Statement of Policy

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

Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to comply with all applicable policies and laws and to report violations or suspected violations in accordance with the Whistleblower Policy.

Reporting Process

If you believe a violation of library policies or ethical misconduct has occurred—including harassment, discrimination, financial mismanagement, or any other unethical behavior, you should report the situation to your immediate supervisor or to the Executive Director either in writing or by scheduling a meeting. If there are circumstances in which you feel uncomfortable reporting the incident to any of those people, you can contact the Board of Directors President directly by emailing spl.president500@gmail.com.

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. To submit an anonymous complaint, visit sewickleylibrary.org and navigate to the Policies page. A copy of this policy and a link to an anonymous submission form will be available. When a submission is received the Executive Director and President will be alerted.



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You should be prepared to provide the following information concerning the complaint:

- What was said or done;
- Who did it;
- When, where, and under what circumstances did it happen;
- Does anyone know of or have any information about the incident;
- Has this happened before; and/or
- Have others had similar experiences?

Good Faith & No Retaliation

Anyone filing a complaint concerning a violation or suspected violation of library policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations made in good faith, even if unsubstantiated, will not result in disciplinary action. However, knowingly making false accusations or filing complaints with malicious intent is a serious offense.

SPL will not fire, demote, harass, or otherwise “retaliate” against an individual for filing a charge of harassment or discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. Additionally, SPL will not permit retaliation of any kind from any person against someone who has filed a charge of harassment or discrimination, participated in an investigation regarding harassment or discrimination, or has otherwise opposed discrimination or harassment. 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.

Investigations

The investigation of reported complaints will be assigned based on the nature of the violation: Personnel-related complaints (e.g., harassment, discrimination, workplace misconduct) will be investigated by the Executive Director or, if necessary, the Board Personnel Committee Chair. Financial, accounting, or audit-related concerns will be directed to the Audit Committee of the Board of Directors for review and investigation.

Ethical or legal violations, policy breaches, or serious organizational misconduct will be overseen by the Board President, who may involve the full Board of Directors if appropriate. Where appropriate, the Board President will coordinate investigations and ensure that the appropriate parties are informed and involved in resolving complaints. To the fullest extent possible, all investigations are designed to effect a successful resolution of the employee’s issues and will be conducted in a manner that protects the privacy and dignity of all concerned. The complainant will be informed about the process and progress of the investigation, and following the investigation, will be informed whether the complaint was substantiated and any appropriate action taken, to the extent permitted by confidentiality policies.