

Stanford Free Library Whistleblower Protection

Purpose

The Stanford Free Library is committed to maintaining an environment where volunteers and employees are free to raise good faith concerns regarding the Library's operating practices, including but not limited to:

- Reporting suspected violations of law
- Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body
- Identifying actual or potential violations of the Stanford Free Library's bylaws and policies

Reporting a Violation

Members of the Stanford Free Library Board, volunteers, and employees should raise concerns with, and report violations to, the Library Director or the Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the Library's Board Executive Committee (President, Vice-President, or Treasurer). If, for any reason, an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to another Stanford Free Library Trustee. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action.

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.

The individual's anonymity will be preserved, if desired, and the individual's information managed as confidentially as possible. If it is found, due to the nature of the information, that confidentiality is not guaranteed, the individual will be alerted in advance that this is not possible. However, the individual will be protected from any harassment or inappropriate treatment.

No Retaliation

The Stanford Free Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of the Library's policies or bylaws. Any members of the Stanford Free Library Board, volunteers, or employees who engage in retaliation will be subject to discipline, up to and including termination or removal.

Any member of the Stanford Free Library Board, volunteer, or employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy, should immediately report the retaliation to the Library Director or the Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the Library Board's Executive Committee (President, Vice-President, or Treasurer). If, for any reason, an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to another Library Trustee.

Investigation

Reports of suspected violations of law, Stanford Free Library's bylaws or policies, or reports of retaliation will be investigated promptly in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Stanford Free Library Board President or Director will conduct or designate other internal or external parties to conduct the investigation. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Stanford Free Library Board's Executive Committee (President, Vice-President, or Treasurer).

In the event that a report of a suspected violation of law or policy or retaliation involves the Library Board President or Director, the Library Board Vice-President and other members of the Board Executive Committee will conduct the investigation, or designate a third party to conduct the investigation.