

2.08 WHISTLEBLOWER PROTECTION

Clyde-Savannah Public Library strives to protect its employees, business, and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive, or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

MAKING A COMPLAINT

If an employee reasonably believes that a workplace activity or situation is unsafe, illegal, abusive, or fraudulent, they should bring the problem to the attention of the Director. **Clyde-Savannah Public Library** will, if appropriate, conduct a prompt and thorough investigation of the situation. Employees may report problems anonymously but should be aware that this may hamper **Clyde-Savannah Public Library's** ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

Problems that are covered by other **Clyde-Savannah Public Library** complaint procedures (e.g., employment discrimination, harassment) should be reported in the manner and to the individual(s) set out in those specific procedures and not under this policy.

NO RETALIATION

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to **Clyde-Savannah Public Library**, will be protected by **Clyde-Savannah Public Library** to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

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