

Whistleblower and Ethical Behavior Policy

The Belmont Literary and Historical Society Free Library expects trustees, employees, and volunteers to uphold high ethical standards, including honesty, integrity, and compliance with all applicable laws and regulations. The Board of Trustees embraces the organization's values of integrity, respect, cooperation, and professionalism in all interactions. Harassment or discrimination based on legally protected characteristics is strictly prohibited.

This policy applies to all individuals associated with the library, including employees, trustees, officers, volunteers, and agents.

Purpose & Reporting Standards

- The library encourages the confidential reporting of concerns related to:
- Harassment or bullying that creates a hostile work environment.
- Questionable accounting, auditing, or financial practices.
- Violations of laws, regulations, or library policies.
- Misuse of library resources for personal gain.

The Board of Trustees ensures that complaints are received, reviewed, and appropriately addressed while protecting whistleblowers from retaliation.

Reporting Procedures

For Employees:

- Employees should report concerns confidentially to their immediate supervisor. If unresolved, a formal written complaint should be submitted to the Library Director.
- If the concern involves the supervisor, employees may report directly to the Library Director.
- If the concern involves the Library Director, employees may report directly to the President of the Board of Trustees.

For Trustees, Volunteers, & the Public:

- Written complaints should be submitted to the President of the Board of Trustees.
- If the President is unavailable or involved in the complaint, concerns should be directed to the Vice President.
- The Board may designate a committee to investigate complaints and consult legal or external experts as needed.

All complaints will be handled confidentially and resolved in a timely manner. If a complainant is unsatisfied with the resolution, they may seek review by the State Librarian.

Acting in Good Faith

Reports must be made in good faith, with reasonable grounds for concern. False or malicious reports may result in disciplinary action, including termination or removal from a position.

Confidentiality & No Retaliation

All reports will be treated with confidentiality to the extent possible for a thorough investigation. Retaliation against individuals who report concerns in good faith is strictly prohibited and may result in disciplinary action.

Approved: April 17, 2025