

**Policy Statement**

The Rochester Hills Public Library (“Library”) is committed to the highest standards of conduct and ethics. It is the responsibility of all trustees, officers and employees to report violations of the law or applicable rule or regulation or suspected violations in accordance with Michigan Whistle Blowers Policy Act (PA 469 of 1980). The Library will investigate suspected inappropriate behavior or misuse of Library resources by employees, trustees, or volunteers, communicate a reporting process, and provide safeguards against retaliation for the reporting entity.

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**Regulations**

1. Inappropriate workplace behavior as enumerated in *Work-1 Employee Conduct Policy*, fraudulent or dishonest use or misuse of Library resources or property with the intent of obtaining an unauthorized benefit includes (but is not limited to) the following:
  - a. Rude or inappropriate behavior to or harassment of customers and other employees.
  - b. Possessing, using or being impaired by or having one’s performance affected by intoxicating beverages, narcotics or controlled or illegal substances on library property.
  - c. Engaging in criminal conduct whether or not related to job performance.
  - d. Forgery or alteration of documents
  - e. Unauthorized alteration or manipulation of files
  - f. Fraudulent financial reporting
  - g. Misappropriation or misuse of resources, such as funds, supplies, or other assets
  - h. Authorizing or receiving compensation for goods not received or services not performed
  - i. Authorizing or receiving compensation for hours not worked
  - j. Theft at the Point of Sale
2. All Library staff, trustees, and volunteers are encouraged to report concerns about actual or potential inappropriate behavior, fraudulent or dishonest use or misuse of Library resources or property to the Library Director or to a Board member. A person reporting a concern may request anonymity, but where a concern is reported anonymously, it must be in writing.
3. All reports will be followed up promptly and an investigation will be conducted.

4. Any person reporting, receiving, or knowing of a report shall take reasonable care to avoid baseless allegations, violations of a person's legal rights or premature notice to others outside of the investigation of a person's suspected misconduct. Any allegations which prove to have been made maliciously or where the employee knew or should have known that the information reported or provided is false or frivolous will be viewed as a serious disciplinary offense.
5. The Library Director shall communicate any actual or potential fraudulent or dishonest use or misuse of Library resources or property to the President of RHPL Board of Trustees, or to another Board member.
6. The Library, at its discretion, may work with an auditor, attorney, or other independent persons in reviewing and analyzing the report.
7. The Library Director or Board of Trustees shall document a summary of the receipt, retention, investigation, outcome of the initial report and any corrective action taken. The whistleblower entity will be updated as appropriate.
8. The Library shall use its best efforts to protect the reporting entity against retaliation. Whistleblowing reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by circumstances and the law. Whistleblowers who believe that they have been retaliated against may file a written grievance with the Library Director or President of the RHPL Board of Trustees. The Library may take disciplinary action, up to and including termination of employment, against an employee who is found to have engaged in retaliatory conduct in violation of this policy.

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Approved: September 19, 2022

Rochester Hills Public Library Board of Trustees