

# Claverack Free Library

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## Whistleblower Protection Policy

**Adopted: February 2014**

Any Claverack Free Library staff member or volunteer who reports waste, fraud, or abuse at the Library will not be fired or otherwise retaliated against for making the report.

The report will be investigated and if determined not to be waste, fraud or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems—including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

To report suspected waste, fraud or abuse a written report should be filed with the Library Director. If it would be inappropriate to make the report to the Library Director, a report may be filed with any Executive Board member, the President, Vice-President or Treasurer.

An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.