

UPPER MORELAND FREE PUBLIC LIBRARY

REPORTING ILLEGAL CONDUCT

Revised:	3/9/2016
Next Review:	1 st Qtr 2019
Reviewed:	2/11/2016
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I. POLICY

- A. The purpose of this policy is to ensure that the UMFPL director, employees and trustees comply with all applicable laws and regulations.

II. RESPONSIBILITY OF REPORTING

- A. It is the responsibility of the director and the trustees to report illegal conduct or suspected illegal conduct to the executive committee of the board.

III. NO RETALIATION

- A. No director, employee or trustee who in good faith reports illegal conduct shall suffer harassment, retaliation, or adverse employment consequence.

1. The director or employee who retaliates against someone who has reported an illegal conduct is subject to discipline up to and including termination of employment.
2. The trustee who retaliates against someone who has reported illegal conduct is subject to action up to and including dismissal from the board of trustees.
3. This policy is intended to encourage and enable trustees and employees to raise concerns within UMFPL prior to seeking resolution outside UMFPL.

IV. REPORTING ILLEGAL CONDUCT

- A. Illegal conduct by a trustee or the director shall be directed to the executive committee of the board of trustees.
- B. The reporting of illegal conduct by an employee follows the procedures in the Personnel Policy Handbook.

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V. ACTING IN GOOD FAITH

- A. Anyone filing a complaint concerning illegal conduct or suspected illegal conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates illegal conduct.
- B. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

VI. CONFIDENTIALITY

- A. Reports of illegal conducts or suspected illegal conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. HANDLING OF REPORTED ILLEGAL CONDUCT

- A. All reports shall be promptly investigated by the executive committee of the library board of trustees and appropriate corrective action taken if warranted by the investigation.

VIII. RESPONSIBILITY

- A. The UMFPL's director shall advise the board of trustees as soon as an illegal conduct complaint is filed. The executive committee and the director shall determine how the complaint will be addressed.
- B. The director shall provide written procedures relating to the reporting of illegal conduct by employees.