

# UPPER MORELAND FREE PUBLIC LIBRARY

## REPORTING INTERNAL ILLEGAL CONDUCT

Revised:	4/10/2019
Next Review:	1 <sup>st</sup> Qtr 2022
Reviewed:	3/14/2019
Original:	10/14/2009

### I. POLICY

- A. The purpose of this policy is to ensure that the library employees and trustees comply with all applicable laws and regulations.
- B. This policy is intended to encourage and enable trustees and employees to raise concerns about internal illegal actions prior to seeking resolution outside UMFPL.
- C. It is the responsibility of the employee or the trustee to report illegal conduct or suspected illegal conduct to the library board president or the library director.
- D. The reporting of illegal conduct by an employee follows the procedures in the Personnel Policy Handbook.
- E. No library employee or trustee who in good faith reports illegal conduct shall suffer any form of harassment, retaliation, or adverse employment consequence.
- F. 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.
- G. Any allegation that proves not to be substantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious offense.
  - 1. A library employee is subject to discipline up to and including termination of employment.
  - 2. A trustee is subject to action up to and including dismissal from the board of trustees.
- H. Reports of illegal conducts or suspected illegal conduct will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation.
- I. Any allegation shall be promptly investigated by the director or members of the executive committee of the library board of trustees and appropriate corrective action taken if warranted by the investigation.

II. DEFINITION: Internal refers to employees and trustees of the library.

### III. RESPONSIBILITY

- A. The library director shall advise the board president when an internal illegal conduct complaint is reported to the director.
- B. The board president shall advise the board executive committee of all substantiated internal illegal conduct complaints.
- C. The director shall provide written procedures relating to the reporting of illegal conduct by employees.