

UPPER MORELAND FREE PUBLIC LIBRARY

REPORTING INTERNAL ILLEGAL CONDUCT

Revised:	05/11/2022
Next Review:	2 nd Qtr 2025
Reviewed:	04/14/2022
Original:	10/14/2009

I. POLICY

- A. The purpose of this policy is to encourage and enable employees and trustees to raise concerns about internal illegal actions.
- B. 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 prior to seeking resolution outside UMFPL.
- C. The reporting of illegal conduct by an employee follows the procedures in the Employee Handbook.
- D. No employee or trustee who in good faith reports illegal conduct shall suffer any form of harassment, retaliation, or adverse employment consequence.
- E. 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.
- F. 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.
- G. Reports of illegal conduct or suspected illegal conduct will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation.
- H. 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.