

## Cuba Circulating Library Association Whistleblower and Ethical Behavior Policy

The Cuba Circulating Library Association requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of this organization must practice honesty, fair dealings, and integrity while fulfilling their responsibilities and comply with all applicable laws and regulations.

**Reporting:** A trustee, employee, or volunteer has a responsibility to report concerns of harassment, questionable accounting or auditing, and violation of policy set by this organization. Anyone reporting a concern must act in good faith and have reasonable grounds for their reporting. A report by a trustee should be made to the Director or the President of the Board of Trustees. A report by an hourly employee or volunteer should be made to their immediate supervisor. A report made by the Director or Children's Coordinator should be made to the President of the Board of Trustees.

**Investigating:** The person receiving a report has a responsibility to thoroughly investigate the issue and take necessary steps to resolve the reporter's concern. If it is decided that the concern is unwarranted or that steps will be taken to resolve the concern, no further action is required. Further action is required, however, if the reporting trustee, employee or volunteer feels the matter has not been resolved. The Director or President of the Board of Trustees has the responsibility of further investigation/action.

**Confidentiality:** Reports of concern and their investigations shall be kept confidential to the extent possible.

**No Retaliation Provision:** This Whistleblower and Ethical Behavior Policy is intended to enable trustees, employees, and volunteers within the Cuba Circulating Library Association to raise concerns for investigation and appropriate action. No trustee, employee, or volunteer who in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a trustee, employee, or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline.

Adopted by the Board of Trustees of CCLA 2/13/2017