

Category: Library Board of Conduct

Policy Number: 1.3a

Policy Name: Whistleblower

Revision: 1.0

1. Purpose:

The Library is committed to the principles of integrity, accountability and openness. This policy applies to all staff and Board members and sets out guidelines for reporting and investigating any suspected act of wrongdoing. The policy also provides protection from retaliation to those who report suspected acts of wrongdoing.

2. Definitions:

- a. A "whistleblower" is defined as a person who calls attention, in good faith, to an act of wrongdoing in an attempt to have the activity brought to an end.
- b. For purposes of this policy, wrongdoing refers to illegal or inappropriate conduct by Staff or Board.

Examples of wrongdoing are:

- Crime or suspected criminal activity
- Wrongful or unauthorized acquisition, use, appropriation, or disposal of Library assets including monies, information, data, materials, labour, or equipment
- Breach of confidentiality
- Negligence of duty
- Forgery or alteration of cheques, drafts, etc.
- Any misappropriation of funds, securities, supplies or other assets; Any deliberate irregularity in the handling or reporting of money transactions; Misappropriation of furniture, fixtures and equipment; Misuse of Library Board or municipal property, equipment, materials or records; Any claims for reimbursement of expenses that are not made for the exclusive benefit of the Library

3. Reporting:

All staff members have a responsibility to report instances of suspected wrongdoing as defined in this policy. Reports of wrongdoing are a serious matter. A staff member reporting suspected wrongdoing is to act in good faith and have reasonable grounds for believing the report to be true.

Knowingly making false allegations or making allegations in a malicious manner is viewed as wrongdoing. Reports found to be frivolous, false, and malicious or in bad faith will be dealt with in accordance with this policy. Employees making such a complaint may be subject to discipline, up to and including dismissal.

Any form of retaliation, discrimination or reprisal against an employee because that person reported wrongdoing in good faith or because that person acted as a witness or otherwise participated in an

investigation in good faith will be considered a serious violation of this policy. Such retaliatory actions are themselves considered to be wrongdoing and may result in discipline up to and including dismissal.

If an employee believes that they have been subjected to retaliation as set out above, that person may submit a written report to the CEO who will ensure the allegation is appropriately investigated.

Where staff members come forward to report their own wrongdoing under this policy, they will not be exempt from discipline appropriate to the wrongdoing; however, such reporting will be given appropriate consideration as a mitigating factor and these instances will be dealt with on an individual basis in accordance with this policy.

4. Confidentiality:

The CEO will make every reasonable effort to provide confidentiality to those reporting wrongdoing, including protecting their identity. However, information collected and retained may be required to be released by law including release required in court proceedings or other legal proceedings.

Confidentiality extends to all records relating to reports, including but not limited to, meetings, interviews and investigation results. Personal information, including the identity of the person reporting the suspected wrongdoing, will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. Individuals making a report, investigators, witnesses and individuals against whom a report has been made are expected to maintain confidentiality. Breaches of confidentiality may be regarded as wrongdoing and will be treated accordingly.

5. Roles and Responsibilities:

The CEO will conduct a review of each incident where wrongdoing was found to have occurred and will assign responsibility to ensure steps are taken to address underlying causes and to then take appropriate actions to mitigate the risk of further occurrences.

The CEO is responsible for overseeing this policy. In the event an allegation involves the CEO the matter will be dealt with in-camera by the Library Board who will determine and assign responsibility for the investigation and disposition of the matter. In the event that an allegation involves a Board member, a meeting with the Chair shall be called. In the event that an allegation involves the Board Chair, a meeting with the Mayor or a designate of Council shall ensue.

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Document Revision Record:

Revision Level	Revision Date	Change
1.0	January 13, 2014	Initial Release

Approval:

CEO	Board Chair	Date
..... Laurie Clarke Helen Kaluzny	January 22, 2014