



## **High Plains Library District Foundation Whistleblowers Policy**

The Foundation requires its directors and employees to observe high standards of ethics in the conduct of their duties and responsibilities. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Foundation can address and correct inappropriate conduct.

### **Responsibility to Report**

It is the responsibility of all directors, employees, and volunteers to report any concerns about violations of the Foundation's conflict of interest policy or suspected violations of law or regulations.

### **Report Procedure**

Any director, employee, or volunteer with concerns are encouraged to submit their concerns in writing directly to the Foundation Director. All complaints about unethical or illegal conduct will be investigated and resolved through an impartial third-party. The Foundation Director will advise the Foundation Board of all complaints and their resolution and will report on compliance activity.

### **No Retaliation**

It is against the values of the Foundation to retaliate against any director, employee, or volunteer who in good faith reports an ethics violation or suspected violation of law. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline.

### **Confidentiality**

Suspected violations may be submitted on a confidential basis by the complainant. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation. Any allegations that prove not to be substantiated and have been made maliciously or knowingly to be false will be viewed as a disciplinary offense.

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Signature

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Date

Approved 9/5/19