



## **Whistleblower Policy**

Union Library Company of Hatboro (“ULCH”) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to ULCH’s business and does not relate to private acts of an individual not connected to the business of ULCH.

If an employee has a reasonable belief that an employee of ULCH has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Library Director in person, or at [Director@HatboroLibrary.org](mailto:Director@HatboroLibrary.org). If the employee does not feel comfortable reporting the information to the Library Director, he or she is expected to report the information to a member of the Board of Directors in person, or at [Board@HatboroLibrary.org](mailto:Board@HatboroLibrary.org).

All reports will be followed up promptly, and an investigation conducted. During any investigation, ULCH will strive to keep the identity of the individual making the report as confidential as possible.

ULCH will not retaliate against an employee, due to the employee: (a) reporting to the Library Director, the Board of Directors, or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participating in good faith in any resulting investigation or proceeding, or (c) exercising his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee’s rights.

ULCH may take disciplinary action (up to and including termination) against an employee who, in management’s assessment, has engaged in retaliatory conduct in violation of this policy.

ULCH will not take any harmful action towards an employee who has provided truthful information to law enforcement personnel or a court relating to the commission or possible commission by ULCH or any of its employees of a violation of any applicable law or regulation.