

WHISTLE-BLOWER POLICY
OF
THE FRIENDS OF THE YOLO BRANCH LIBRARY OF YOLO

A California Nonprofit Public Benefit Corporation

1. Purpose

It is the policy of the Friends of Yolo Branch Library of Yolo to maintain the highest standards of conduct and ethics and comply with all state and federal laws, including those concerning treatment of employees and volunteers who report fraudulent or dishonest conduct. This policy encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of the policies of the Friends of the Yolo Branch Library of Yolo.

The Friends of the Yolo Branch Library of Yolo will use its best efforts to protect employees and volunteers against any form of retaliation in connection with their reporting of any fraudulent or dishonest conduct pursuant to federal law and this policy. It is also the policy of the Friends of the Yolo Branch Library of Yolo to promptly investigate any complaint of retaliation and take appropriate corrective action if allegations of retaliation are substantiated.

2. Whistle-blower Policy

A whistle blower is an employee, Board member, or volunteer who perceives an incident of illegal, fraudulent, or dishonest conduct within the Friends of the Yolo Branch Library of Yolo and reports the incident to the appropriately designated person within the Friends of the Yolo Branch Library of Yolo.

3. General

It is the policy of the Friends of the Yolo Branch Library of Yolo to maintain the highest standards of conduct and ethics and comply with all local, state, and federal laws, including those that protect employees and volunteers who report illegal, fraudulent, or dishonest conduct.

4. Responsibility

It is the responsibility of all employees and volunteers to report incidents or conduct they perceive, in good faith, to be illegal, fraudulent, or dishonest.

5. Illegal, Fraudulent, or Dishonest Conduct

Defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples include, but are not limited to:

- A. Harassment (including sexual harassment) of employees or volunteers;
- B. Forgery or alteration of documents;
- C. Unauthorized alteration of documents;
- D. Fraudulent financial reporting;

- E. Pursuit of a benefit or advantage in violation of the Friends of the Yolo Branch Library of Yolo's conflict of interest policy;
- F. Misappropriation or misuse of the Friends of the Yolo Branch Library of Yolo's resources, such as funds, supplies, property, or other assets;
- G. Authorizing or receiving compensation for goods not received or services not performed;
- H. Authorizing or receiving compensation for hours not worked; and
- I. Any other breach of law, regulation, ethical standard, or policy.

6. Reporting

Employees, Board members, or volunteers who suspect any illegal, fraudulent, or dishonest conduct are encouraged to report the incident to his/her supervisor or manager. If the employee or volunteer is uncomfortable addressing the issue to the employee or volunteer's immediate supervisor, they may report the incident to the President or Vice-President of the Board of Directors.

A. Good Faith. Anyone filing a complaint concerning suspected illegal, fraudulent, or dishonest conduct must be acting in good faith. Persons filing a claim are not required to prove misconduct, only a reasonable belief or suspicion that illegal, fraudulent, or dishonest conduct is occurring or has occurred.

B. Handling Reported Violations. The Friends of the Yolo Branch Library of Yolo has a duty to investigate with due diligence any good faith incident report it receives from employees or volunteers regarding suspected illegal, fraudulent, or dishonest conduct. Complaints will be promptly investigated and appropriate corrective action will be taken if claims are substantiated.

C. Prohibition Against Retaliation. The Friends of the Yolo Branch Library of Yolo may not retaliate or permit retaliation against employees or volunteers who report illegal, fraudulent, or dishonest conduct, even if, after proper investigation, the claim is unsubstantiated. Prohibited forms of retaliation include, but are not limited to: threats of physical harm, punitive work assignments, impact on salary or wages, harassment, or termination.

D. Confidentiality. All reports of illegal, fraudulent, or dishonest conduct will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.