



Sandwich Public Library District

Whistleblower Policy

The Sandwich Public Library District is committed to the highest standards of openness, accountability, and transparency. If/when an individual discovers information which they believe shows serious malpractice, fraudulent or unethical behavior, or wrongdoing within the organization, then this information should be able to be disclosed internally without fear of reprisal.

Thus, the Sandwich Public Library District acts in accordance with 50 ILCS 105/4.1, which prohibits any official from retaliating against any employee who:

- a. reports an improper governmental action,
- b. cooperates in the investigation related to a report of an improper governmental action, or
- c. testifies in a proceeding or prosecution of an improper governmental action.

An improper governmental action is defined as follows:

“Improper governmental action” includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of his or her conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.

“Improper governmental action” does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

This policy is intended to cover concerns which are in the public’s interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include, but are not limited to, the following:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or statute
- Dangers to health & safety or the environment
- Criminal activity
- Unethical behavior
- Attempts to conceal any of these.

This policy is intended to assist individuals who believe they have discovered fraudulent or unethical behavior or impropriety. It is not designed to question financial or business decisions taken by the

Library, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary, or other procedures.

This policy is not intended to prevent or discourage an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule, or regulation.

Procedures

Procedures for Reporting and Investigating Reports of Improper Governmental Action

- a. If an employee believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee must report to the DeKalb County State's Attorney.
- b. If an employee believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the DeKalb County State's Attorney within sixty (60) days of the retaliatory action taking place.

Designation of Auditing Official

Per 50 ILCS 105/4.1, the Library Board has elected to use the DeKalb County State's Attorney as its auditing official.

Staff Distribution

The Library Director will annually distribute this policy to staff via end-of-year notices.

Policy Adopted by the Board of Trustees: August 8th, 2023

Policy Reviewed/Amended: