

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, or activity of Samuels Library, Inc. is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of Samuels Library, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Samuels Library, Inc. and provides Samuels Library, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Samuels Library, Inc. will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Samuels Library, Inc., or of another individual or entity with whom Samuels Library, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Samuels Library, Inc. will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of Samuels Library, Inc. that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of citizens or their environment.

Any allegations that prove not to be substantiated, or which prove to have been made maliciously or knowingly to be false will be viewed as serious disciplinary offense.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date