

**GLOUCESTER LYCEUM & SAWYER FREE LIBRARY INC.**

**WHISTLE BLOWER POLICY FOR VOLUNTEERS AND CONTRACTORS**

Gloucester Lyceum & Sawyer Free Library Inc. (hereinafter “the library”) 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. The library prohibits fraudulent practices by any of its board members, officers, contractors or volunteers. This policy outlines a procedure for volunteers and contractors to report actions that one reasonably believes violates a law or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is related to the library’s business. This policy does not relate to private acts of an individual not connected to the business of the library.

If a library volunteer or contractor has a reasonable belief that a board member, officer, contractor or volunteer associated with the library has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing or constitutes a fraudulent practice, the volunteer or contractor is expected to immediately report such information to the Library Director. If the volunteer 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.

All reports will be promptly investigated. In conducting its investigations, those acting on the library’s behalf will strive to keep the identity of the complaining individual as confidential as possible while conducting an adequate review and investigation.

Approved June 2, 2015 by the Board of Directors