**STATEMENT OF POLICY AND PROCEDURE**

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Subject: **WHISTLEBLOWER POLICY** | Sec 1, 3C Appendix X

Reviewed 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

**[Original]**

**SECTION 1 - 3.C APPENDIX X**

**WHISTLEBLOWER POLICY**

1. Northern Lights Library System (NLLS) recognizes that personnel may be confronted in their positions with ethical and or morally challenging situations that are unclear, uncomfortable, and/or push the limits of personal and professional boundaries.
2. Employee(s) will report ethical/moral situations or concerns directly to the Executive Director and/or a designate.
3. Employee(s) will report ethical/moral situations or concerns directly to the Board Chair if the situation pertains to the Executive Director, executivechair@nlls.ab.ca.
4. NLLS staff that report such situations to management may expect that:
	1. Management will maintain confidentiality with regard to the information that is presented by the employee(s), and act on it according to applicable legislation and company policy, such as: NLLS Grievance and Code of Ethics policies.
	2. Management will inform employee(s) who report such situations, that they are entitled to seek expert legal advice if they feel a reasonable solution is not found within the organization directly.
5. Whistleblowers
	1. NLLS realizes that whistleblowers are people who act in ‘good faith’ and feel obligated to report: i. A criminal offence.

ii. A breach of a legal obligation. iii. A miscarriage of justice. iv. A danger to the health and safety of any individual.

v. The deliberate covering up of information tending to show any of the above.

1. It will be considered a serious matter if retaliatory action is taken against the whistleblower by ANY personnel, management or otherwise, and disciplinary measures up to and including termination of employment will be considered.
2. If Whistleblower has been found to have maliciously made a false accusation, disciplinary measures up to and including termination of employment will be considered.

**[UPDATE]**

**SECTION 1 - 3.C WHISTLEBLOWER POLICY**

The Northern Lights Library System (NLLS) acknowledges that personnel may face ethical or morally challenging situations that are unclear, uncomfortable, and push the limits of personal and professional boundaries. This policy aims to support the NLLS community in resolving these situations.

1. **Reporting Ethical/Moral Situations**
	* Employees must report ethical or moral concerns directly to the Executive Director or their designate.
	* If the concern pertains to the Executive Director, employees must report directly to the Board Chair at chair@nlls.ab.ca.
2. **Management's Responsibility**
	* Management will maintain confidentiality regarding information presented by employees, and act according to applicable legislation and company policy, including NLLS Grievance and Code of Ethics policies.
	* Management will inform employees reporting such situations that they are entitled to seek expert legal advice.
3. **Whistleblower Protections**

NLLS recognizes that whistleblowers act in good faith and feel obligated to report ethical or moral breaches of conduct. In Alberta, the types of wrongdoing that can be reported and are considered whistleblowing are described in the Public Interest Disclosure (Whistleblower Protection) Act (PIDA). These may include but are not limited to:

* + - A criminal offence
		- A breach of a legal obligation
		- A miscarriage of justice
		- A danger to the health and safety of any individual
		- The deliberate covering up of information tending to show any of the above
1. **Protection Against Retaliation**
	* Retaliatory actions against whistleblowers by personnel, including management, are considered serious matters. Disciplinary measures up to and including termination of employment will be considered.
	* If a whistleblower is found to have maliciously made a false accusation, disciplinary measures up to and including termination of employment will be considered.

**NLLS Executive Board Chair**
**Date of Approval:**

**NLLS Executive Board Chair**

**Date of Approval**

Acknowledgement of Whistleblower Policy

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to and understand the current NLLS Sec 1, 3C Whistleblower policy.

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Employee Date