

PURPOSE

The Michigan Library Association expects its directors, officers, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Michigan Library Association, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy of the Michigan Library Association encourages directors, officers, staff and volunteers to come forward with credible information on illegal, unfair or unethical practices or serious violations of adopted policies, specifies that we will protect the person from retaliation, and identifies how information can be reported.

POLICY

Encouragement of Reporting. “Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of the Michigan Library Association policy; a violation of applicable state and federal law; or the use of the Michigan Library Association's property, resources, or authority for personal gain or other non organization-related purpose except as provided under the Michigan Library Association policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association. The Michigan Library Association encourages honest complaints, reports or inquiries about “Wrongful Conduct.”

Protection from Retaliation. The Michigan Library Association strictly prohibit retaliation against directors, officers, staff or volunteers who in good faith make complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Michigan Library Association reserves the right to discipline parties who make bad faith or knowingly false complaints, reports or inquiries or who otherwise abuse this policy.

Reporting Wrongful Conduct. The Michigan Library Association encourages its directors, officers, staff and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, staff or volunteer may report Wrongful Conduct to the Executive Director or the President of the Board of Directors. If the Wrongful Conduct implicates one or both of the Executive Director or the President of the Board of Directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Board of Directors.

Acting in Good Faith. Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality. Written reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Wrongful Conduct. The Michigan Library Association Executive Director or a representative of the Board of Directors will promptly notify the complainant and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Declaration

I have read, understand, and agree to observe MLA’s Whistleblower Policy as it is written above.

Name and position within the association

Signature and Date