

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

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

Reviewed 2021/11/19 | Revised: 2024/06/27 | **Effective: 2024/09/11**

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

4. 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

September 11, 2024

Date of Approval

Acknowledgement of Whistleblower Policy

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

Employee

Date