

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 908

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WHISTLEBLOWER COMPLIANCE POLICY

Reviewed 8/06

The American Library Association prides itself on its adherence to all federal, state and local laws/regulations, including business ethics policies. Therefore, the organization asks that any violation of federal, state, or local law or regulation, including any financial wrongdoing witnessed or learned of by an employee of the organization be reported immediately to the Executive Director, ALA to allow the association to investigate and, if applicable, correct the situation or condition.

If the Executive Director is involved or believed to be involved in the matter being reported, employees may, in the alternative, make a report to the Director, Human Resources. The association will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to the association or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the association’s policy that there will be no retaliation taken against the employee, including but not limited to discharge, harassment, or disciplinary action, by the association or any of its employees. Retaliation against an employee who makes a good-faith report pursuant to this policy may result in disciplinary action up to and including termination.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Director, Human Resources.