

## Whistle Blowing Report Form

**Instructions:** Submit this form using the appropriate channel, as noted in the Whistleblower Policy.

### *Reporting Violations*

Individuals should share their questions, concerns, suggestions, or complaints with the Library Director, who will address the concern promptly. If it is inappropriate to make the report with the Library Director, individuals can take their concerns to any Executive Board Member. An alternative method to report any concern is to mail an anonymous *Whistleblower Reporting Form* to the Director or an Executive Board Member. All reports should be made using the *Whistleblower Reporting Form*.

**Date Report Made/Filed:** \_\_\_\_\_

**Person reporting the actual or suspected wrongful conduct:** *(Do not complete this section if you wish this to be an anonymous report)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Person against whom the report of actual or suspected wrongful conduct is being made:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*\*Use the back of this form or additional sheets to describe the alleged wrongful conduct. Include specific facts and any documentation you have, as well as the names of any individual at the Altamont Free Library with whom you have discussed your concerns*