Fraud

This Policy prohibits any fraud or misuse of St. Charles City-County Library District (the "Library") assets, or attempts thereof, by Library employees, Trustees, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the Library.

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

Any Library employee who suspects dishonest or fraudulent activity will immediately notify the employee's branch or departmental manager (and if that person is suspected of fraud, the report should go to the manager's supervisor), the manager will coordinate all investigations with the Library’s Director and legal counsel and other staff who have necessity to know in order to address the issue.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Library.

**ACTIONS CONSTITUTING FRAUD:**

Examples of fraud, misappropriation, and other fiscal wrongdoings prohibited by this Policy refer to, but are not limited to:

- Forgery or alteration of any document or account belonging to the District;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Purposefully inaccurate financial reporting;
- Misappropriation or misuse of Library resources (including but not limited to Library funds, securities, supplies, inventory, furniture, fixtures, equipment, computer hardware, software, or other assets);
- Impropriety in the handling or reporting of money or financial transactions;
- Theft of any Library asset (money, tangible property, etc.);
- Violations of existing District ethics policies, including but not limited to: E050, G009; and/or
- Any similar or related inappropriate conduct

**CONFIDENTIALITY:**

To the extent permitted by applicable law, all information will be received confidentially. The investigation details and results will not be disclosed or discussed with anyone other than those who have a legitimate need to know except as required pursuant to applicable law.

**WHISTLEBLOWER PROTECTION:**

In accordance with Section 105.055, RSMo., the Library shall not take disciplinary action against any employee, volunteer or intern for disclosing information to any member of the legislature, the state auditor, the attorney general, a prosecuting or circuit attorney, a law enforcement agency, the news media, the public, or any state official of body charged with the investigation of misconduct described
in this section, which the employee reasonably believes evidences a violation of any law, rule, regulation, or policy; mismanagement; gross waste of funds or abuse of authority; waste of public resources; alteration of technical findings or communication of scientific opinion; breaches of professional ethical canons; or a substantial and specific danger to public health or safety, unless the disclosure is prohibited by law.

Notwithstanding the foregoing, a Library employee may be disciplined for communicating information if the employee knew the information was false; if the information was disclosed in violation of the Missouri Sunshine Law or any other law; or if the disclosure was related to the employee’s own violations, mismanagement, gross waste of funds, abuse of authority or endangerment of public health or safety.

Effective 3.11.2020