



## **Whistleblower Policy**

Sachem Public Library's policies require Trustees, administrators, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties. As representatives of the Library, Trustees, administrators, staff and volunteers must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable Library policies, laws and regulations. The Library's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. Even the best systems of control, however, cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies, and procedures may occur and may constitute wrongful actions. The Library encourages its Trustees, administrators, staff and volunteers to report suspected or actual, illegal or improper activity, financial or otherwise as detailed in Library policies. Examples of wrongful actions, or suspected wrongful actions, that give rise to the responsibility to report include incorrect financial reporting, unlawful activity, activities that are inconsistent with library policies and activities that otherwise amount to serious improper conduct.

### **No Retaliation**

This policy is intended to encourage and enable Trustees, administrators, staff, volunteers and others to raise serious concerns about business practices within the Library prior to seeking resolution outside the Library. No one who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequences. Retaliation against someone who has reported a violation is subject to discipline up to and including termination of employment.

### **Reporting Responsibility and Concerns**

Trustees, administrators, staff and volunteers are responsible for complying with the Code and for reporting suspected or actual violations of the Code in accordance with this policy. In most cases, the immediate staff supervisor is in the best position to address an area of concern. Supervisors are required to inform the Director of reported complaints. If the reporting party is not comfortable speaking with the immediate supervisor or the immediate supervisor's response is not satisfactory, the reporting party is encouraged to speak directly to the Director. Supervisors and Department Heads are required to report suspected violations of Library policies or any applicable law to the Director. If the suspected or actual violation concerns the Director, the matter should be reported directly to the President of the Board of Trustees. A matter involving a Trustee should be reported to the President of the Board. This policy shall not be construed to prevent or discourage anyone from reporting any suspected criminal or illegal activity to a law enforcement authority.

**Confidentiality**

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

**Handling of Reported Violations**

The Director is designated to administer this Whistleblower Policy and has the responsibility of exploring all reported or suspected staff-related violations. The Director will acknowledge receipt of the report and notify the reporting individual, if known, within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Director will notify the Board of Trustees of the complaint and/or allegation. Should the violation be reported to the Board President, the President shall acknowledge receipt of the report or suspected violations, inform the named Board member, and notify the entire Board so that a committee of Board members may be formed to investigate and recommend appropriate action in a timely manner.

**Acting in Good Faith**

The filer of a complaint concerning a violation or suspected violation of the Code, policies or law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegation that proves not to be substantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Distribution:**

A copy of this policy will be distributed to all Trustees, administrators, staff and volunteers who provide substantial services to the Library.