

# East Greenbush Community Library

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 Eastgreenbushlibrary.org  
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<b>POLICY NAME</b>	Whistleblower Policy			<b>POLICY NO.</b>	
<b>EFFECTIVE DATE</b>	1/20/2015	<b>DATE OF LAST REVISION</b>		<b>VERSION NO.</b>	1
<b>APPLIES TO</b> Apply group names to define applicable areas of staff.					
Staff	x	Patrons	x		
Board	x				

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	1/20/2015	Adoption	Michael Poost

## Policy

The East Greenbush Community Library requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As all employees are representatives of the East Greenbush Community Library, they must practice honesty and integrity in fulfilling their responsibilities, and they must also comply with statutory requirements NPCL 715-a and 715-b.

This Policy is intended to encourage and enable employees and others to raise serious concerns internally so that East Greenbush Community Library can address and correct inappropriate or illegal conduct. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about suspected violations of law or regulations that govern the East Greenbush Community Library's operations.

It is contrary to the values of the East Greenbush Community Library for anyone to retaliate against any board member, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the East Greenbush Community Library. Anyone retaliating in this manner is subject to discipline up to and including termination of employment.

The East Greenbush Community Library has an open-door policy that encourages employees to share their questions, concerns, suggestions, or complaints with their supervisor. If an employee is not comfortable speaking with a supervisor, or is not satisfied with their supervisor's response, the employee is encouraged to speak with the Director. Supervisors are required to report in writing to the Director all complaints or concerns about suspected ethical and legal violations. It is the Director's responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing to their Supervisor or the Director. Complaints

or concerns about the Director should be submitted in writing to an executive member of the Board.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed constitutes a violation. Any allegation made with malice or with foreknowledge that the charges are false is subject to discipline up to and including termination of employment.

All reports will be investigated promptly. In its investigation the Library will strive to keep the identity of the complaining individual as confidential as possible while ensuring that a substantive inquiry is conducted.

The library will not take any action with the intent to retaliate against any employee who has provided information in good faith under this policy.

All Employees, Board members, and volunteers will be required to certify that they have received a copy of the policy and all supervisors will be trained in its implementation.