



## Whistleblower Policy

The Floyd Memorial Library is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we expect employees who have serious concerns about any aspect of the work to come forward and voice those concerns. These concerns include questionable or improper accounting or matters; violations and suspected violations of the Library's Code of Ethics; or other policies that are ethical in nature. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns within the Library rather than overlooking a problem or seeking a resolution of the problem outside the Library.

Employees are often the first to realize that there may be something seriously wrong within the Library. However, they may decide not to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Library. They may also fear harassment or victimization. In these circumstances, they may feel it would be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Library adheres to the NYS Labor Law 740 which outline employee rights regarding retaliation in the workplace. No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A volunteer may be removed from an appointed or elected position.

The Library's open door policy suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his or her supervisor or the employee is not satisfied with their supervisor's response, the employee is encouraged to speak to anyone in management whom they are comfortable in approaching, including the Director. Assistant Directors, supervisors and managers are required to report suspected violations to the Director who is required to look into all reported violations and forward a written report to the Library Board, including appropriate recommendations with respect to all reported concerns.

The employee may directly report the concern in writing to the Board of Trustees (in care of the library). Concerns may be submitted anonymously.

After an investigation has been completed, the employee reporting the improper activity shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.

Thereafter, Library employees may report information about the activity directly to the appropriate government agency which has responsibility for investigating the improper activity if the Library employee has a reasonable belief that one of the following two conditions exists:

1. An adequate investigation was not undertaken by the Library to determine whether an improper activity occurred, or
2. Insufficient action has been taken by the Library to address the improper activity.

Library employees who fail to make a good-faith attempt to follow Library procedures in reporting improper activity shall not receive the protection provided by the Library in these procedures.

### **Protection Against Retaliatory Actions**

Library officials and employees are prohibited from taking retaliatory action against a Library employee because he or she has, in good faith, reported an improper activity in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper activity should advise the Library Board. Library Board officials shall take appropriate action to investigate and address complaints of retaliation.