

## **Whistleblower Policy**

### **Article I: Purpose**

The Saugerties Public Library (SPL) is committed to maintaining an environment where employees, trustees, and volunteers are free to raise good faith concerns regarding SPL's business practices, including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
3. Identifying actual or potential violations of the SPL's bylaws and policies.

### **Article II: Reporting a Violation**

Employees, trustees, and volunteers should raise concerns with, and report violations to the SPL President or SPL Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to any SPL trustee. Trustees are obligated to report the problem to the SPL Board President or SPL Director. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action by SPL.

### **Article III: No Retaliation**

1. SPL expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any employee, trustee, or volunteer who raises suspected violations of law, cooperates in inquires or investigations, or identifies potential violation of SPL policies or bylaws. Any employee, trustee, or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any employee, trustee, or volunteer who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the SPL President or SPL Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to any SPL trustee.

## **Article IV: Investigation**

1. Reports of suspected violations of law, or SPL's bylaws or policies and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The SPL President or SPL Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the Circumstances. A summary of all such reports will be presented to the SPL Board.
2. In the event that a report of a suspected violation of law or policy or retaliation involves the SPL President or SPL Director, the SPL Board will designate a third party to conduct the investigation.

## **Article V: Confidentiality**

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.

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Approved by the Saugerties Public Library board on December 9, 2014

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