

WHISTLEBLOWER POLICY

Purpose

The Nanuet Public Library (“Library”) requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, they must conduct themselves with honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. Therefore, the Library will not tolerate any improper, illegal, dishonest or fraudulent activities or conduct, including any violation of applicable law and/or Library policy (“Misconduct or Suspected Misconduct”).

Reporting/Designated Compliance Officers

Library trustees, employees, and volunteers are required to promptly report any Misconduct or Suspected Misconduct to the Library Director. If the allegation involves the Misconduct or Suspected Misconduct of the Director, the report should be made to the President of the Board of Trustees. Trustees, employees and volunteers are permitted to report Misconduct or Suspected Misconduct either orally or in writing, including via email, and are permitted to report anonymously. Appropriate subjects to report under this Whistleblower Policy (“Policy”) include financial improprieties, accounting or audit matters, ethical violations, or other illegal or improper practices.

No Retaliation

No trustee, employee or volunteer who in good faith reports any Misconduct or Suspected Misconduct shall suffer intimidation, harassment, discrimination or other retaliation, including but not limited to adverse employment consequence. The Library expressly prohibits any form of retaliation against those who disclose Misconduct or Suspected Misconduct pursuant to this Policy. Anyone who harasses, intimidates, discriminates or otherwise attempts to retaliate against someone who has reported under this Policy, or otherwise violates this Policy, will be subject to disciplinary action up to and including termination of employment, removal from the Board of Trustees, and/or possible referral for other civil and/or criminal sanctions.

Investigations/Corrective Action

The Library will promptly investigate all allegations of Misconduct or Suspected Misconduct and will designate individual(s) responsible for investigating such allegations. Appropriate corrective actions will be taken in response. The Director will notify the reporter of the findings of the investigation.

Confidentiality

The Library will keep all disclosures or reports of Misconduct or Suspected Misconduct confidential unless disclosure is required by applicable law or necessary in order to thoroughly investigate the reported Misconduct or Suspected Misconduct. Disclosure of reports of Misconduct or Suspected Misconduct to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

Handling of Reported Violations

The recipient of a complaint or the Director will notify the sender and acknowledge receipt of the reported violation or suspected violation and promptly notify and investigate complaint. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Acting in Good Faith

A person reporting Misconduct or Suspected Misconduct must act in good faith and have reasonable grounds for making the report. The act of making allegations which prove to be unsubstantiated and to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in disciplinary action up to and including termination of employment or dismissal from the trustee or volunteer position.

Administration of Policy/Annual Reporting

Unless otherwise provided by the Board of Trustees, the Director shall administer this Whistleblower Policy, shall make an annual report to the Board of Trustees of all reports of Misconduct or Suspected Misconduct that were made under this Policy and of the corrective action taken, if any, and shall provide updates of reports made under this Policy to the Board of Trustees, as the Board of Trustees may request from time to time.

This Policy shall be distributed to all trustees and employees of the Library and also to volunteers who provide substantial services to the Library.

**ADOPTED:
NANUET PUBLIC LIBRARY BOARD OF TRUSTEES, JANUARY 27, 2015**

**REVISED AND ADOPTED:
NANUET PUBLIC LIBRARY BOARD OF TRUSTEES, MARCH 27, 2017**

**NANUET PUBLIC LIBRARY
WHISTLEBLOWER POLICY
ACKNOWLEDGEMENT/CERTIFICATION**

I, _____, hereby certify that:

- a. I have received a copy of the Library's Whistleblower Policy (the "Policy");
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Print Name: _____

Date: _____