

## East Fishkill Public Library District Whistleblower Policy

### Article 1 - Purpose

The East Fishkill Public Library District (Library) is committed to maintaining an environment in which trustees, employees and volunteers are free to raise good faith concerns regarding the Library'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 Library's bylaws and policies.

### Article 2 – Reporting a Violation

The trustees, employees and volunteers should raise concerns with, and report violations to, the Library director or a member of the Library Executive Committee (president, vice president, secretary, treasurer). If the concerns are with or about any of those parties, the individual may bring the matter to another board member, who is obligated to bring the matter to the Library Board. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making reckless or willfully false allegations may be subject to disciplinary action by the Library.

### Article 3 – No Retaliation

1. The Library expressly prohibits any form of retaliation including harassment, intimidation, adverse employment actions or any other form of retaliation against any trustee, employee or volunteer who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of the Library's policies or bylaws. Any trustee, employee or volunteer who engages in retaliation will be subject to discipline up to and including termination or removal.
2. Any trustee, employee 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 Library director or Executive Committee of the Board. If the concerns are with or about any of those parties, the individual may bring the matter to another board member, who is obligated to bring the matter to the Library Board.

### Article 4 - Investigation

1. Reports of suspected violations of law or the Library's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality consistent with a full and fair investigation. The Library director or board president, 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 Library Board Executive Committee.
2. In the event that a report of a suspected violation of law or policy or retaliation involves the director or president, the Library Board will appoint a third party to conduct the investigation.

### Article 4 – 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.

### Article 5 - Distribution

A copy of this policy will be distributed to all employees, trustees and volunteers of the Library.