

BALDWINSVILLE PUBLIC LIBRARY

www.bville.lib.ny.us

WHISTLEBLOWER POLICY

Baldwinsville Public Library is committed to upholding the highest standards of ethical, moral, and legal conduct and promotes transparency through open communication. Therefore all trustees, employees and volunteers are required to comply with applicable federal, state, and local laws and must implement and adhere to Baldwinsville Public Library's own policies in conducting their duties and responsibilities.

The Whistleblower Policy provides an avenue for all trustees, employees and volunteers to report any known or suspected conduct contrary to these standards without fear of intimidation, harassment, discrimination or retaliation.

Reporting Responsibility:

Each trustee, employee, and volunteer of the Baldwinsville Public Library has an obligation to report in accordance with BPL Whistleblower Policy the following:

- (a) harassment or bullying,
- (b) questionable or illegal accounting or auditing matters,
- (c) activities that are inconsistent with Baldwinsville Public Library policies,
- (d) activities which amount to serious improper or wrongful conduct.

Procedures:

Trustees, officers, employees and volunteers of the Baldwinsville Public Library should report concerns or suspected violations of law and Library policies to either the Library Director or the Library Board President.

If the concerns/violations are with or about either of these parties, the individual should address the concerns with another member of the Library Board or bring the matter directly to the Library Board.

All reports should be made using the Whistleblower Reporting Form attached and given to the President of the Board of Trustees. If the reporter deems it inappropriate to file with the President, the report may be submitted to the Vice-President or the Board Secretary.

Protection Against Retaliation:

This Whistleblower Policy is intended to encourage and enable trustees, employees, volunteers, and others to raise concerns within Baldwinsville Public Library for investigation and appropriate action.

No director, trustee, employee or volunteer of the Baldwinsville Public Library who, in good faith, reports any action or suspected action taken by or within the Library that is illegal, fraudulent or in violation of any adopted policy of the Baldwinsville Public Library shall suffer intimidation, harassment, discrimination, adverse employment consequences or other retaliation.

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Handling of Reports:

The Board of Trustees will provide the reporter a timely acknowledgement of receipt of the report. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports submitted will be placed on the agenda for the next scheduled meeting of the Board. An investigation will be undertaken by the Board and legal counsel if necessary. A report of the findings will be given to the reporter within ten business days of the Board meeting unless there is need for more thorough investigation. In that case the reporter will be notified in writing of an estimated date when the investigation will be completed.

Responsibility for Publication:

The Library Director will distribute a copy of this policy to all staff and volunteers; the Board President will distribute copies of this policy to the Board of Trustees.

Adopted 10/13/15

Board of Trustees, Baldwinsville Public Library

