

Town of Gainesville Public Library, Silver Springs, New York

WHISTLE BLOWER POLICY

The Town of Gainesville Public Library ("the Library") is committed in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Trustees ("the Board") members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes a law, or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

If an employee has a reasonable belief that an employee or the Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director. If the employee does not feel comfortable reporting the information to the Director, he or she is expected to report the information to the President or the Vice President of the Board. All reports will be followed up promptly, and an investigation conducted.

In conducting its investigations, the Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. The Library will not retaliate against an employee in the terms and conditions of employment because that employee:

- Reports to the Director, the Board or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or
- Participates in good faith in any resulting or proceeding or exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The Library may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy. Library staff will review this policy and prohibits retaliation in accordance with this policy.

Approved by the Board of Trustees: *November 14, 2022*