**AMITYVILLE PUBLIC LIBRARY**

**WHISTLEBLOWER POLICY**

The Amityville Public Library is committed to operating in furtherance of its mission and roles and in compliance with all applicable laws, rules, regulations and policy, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers.

This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, rule, regulation or policy, 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 Amityville Public Library.

No Retaliation

This policy is intended to encourage and enable staff members and others to raise serious concerns about business practices within the Library. No staff member who in good faith reports a violation of law or regulation shall suffer harassment, retaliation or adverse employment consequences. A staff member who retaliates against someone who has reported a violation is subject to discipline up to and including termination of employment. The Library adheres to NYS Civil Service Law 75-b and, if applicable, Labor Law 740 which outline employee rights regarding retaliation in the workplace.

Reporting

The Library encourages its staff to report suspected or actual violations of applicable law, regulation or policy, including those concerning accounting and auditing, or those which constitute a fraudulent practice. In most cases, a staff member’s supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his or her supervisor, or the employee is not satisfied with their supervisor’s response, the employee is encouraged to speak to anyone in management whom they are comfortable in approaching, including the Director. The person receiving the report is required to report to the Director.

If the actual or suspected violation concerns the Director, the staff member should report directly, or in writing, to the President of the Board of Trustees.

This policy shall not be construed to prevent or discourage staff from reporting any suspected criminal or illegal activity to a law enforcement authority.

Confidentiality

Reports of 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.

Reporting Individual

The Director is responsible for working with the reporting individual to commit the violation to written format. The Director will investigate and notify the Board of Trustees of the complaint and/or allegation.

Staff filing a complaint concerning a violation or suspected violation of law, regulation or policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of such. Any allegation that proves not to be substantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Handling of Reported Violations

The Director has responsibility to investigate all reported violations. The Director will acknowledge receipt of the reported or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Library, its Director and/or Board of Trustees are authorized to retain outside legal counsel, accountants, investigator, or any other resource necessary to conduct a complete investigation.

Adopted December 18, 2014