

**BRONXVILLE PUBLIC LIBRARY**  
**WHISTLEBLOWER PROTECTION POLICY**

**Purpose**

The Bronxville Public Library (“BPL”) encourages all staff, board members and volunteers, acting in good faith, to report suspected improper activities. This Whistleblower Policy is intended to protect the reporter when concerns are raised regarding suspected improper activities, such as the following:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with BPL policies;
- Discrimination based on race, gender, sexual orientation, ethnicity, disability or other prohibited ground; or
- Activities which otherwise amount to serious improper conduct.

BPL is committed to upholding the highest of standards of ethical, moral, and legal business conduct, and the commitment to open communication. All staff members, trustees, and volunteers are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This Whistleblower Policy provides an avenue for all employees, volunteers and board members to raise any concerns without the fear of retaliation, and is intended to encourage and promote employees and others to raise any serious concerns within BPL prior to seeking resolution outside BPL.

**Policy**

Any employee, trustee or volunteer who files a report concerning a suspected improper activity must be doing so in good faith and have reasonable grounds for believing the information in the report indicates improper activity has occurred.

No one who reports a suspected improper activity in good faith shall be subject to retaliation, intimidation, discrimination, harassment or, in the case of an employee, adverse employment consequences. However, any allegations that prove not to be substantiated and that were made maliciously or with knowledge that such allegations were false will be viewed as a serious disciplinary offense, and the person making such allegation will be subject to disciplinary action and/or personnel action up to and including termination, consistent with BPL policies, rules and collective bargaining agreements.

Any employee who retaliates against someone who has filed a complaint in good faith will be subject to disciplinary action and/or personnel action up to and including termination, consistent with BPL policies, rules and collective bargaining agreements.

All reports of suspected improper activity may be submitted on a confidential or anonymous basis. Reports of suspected improper activity will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Reporting Violations**

All reports of suspected improper activity should be made to the Library Director using the Whistleblower Reporting Form. However, if it is inappropriate to make the report to the Library Director, individuals can report suspected improper activity to any Library Trustee or place an anonymous Whistleblower Reporting Form in the Senior Account Clerk's mail box (in a sealed envelope), who will then direct the report to the appropriate individual.

## **Handling Reports**

All reports of suspected improper activity shall be promptly reported to the Board of Trustees of BPL, or to a designated committee of independent trustees, which shall undertake an investigation of the report. The Board of Trustees or the designated committee shall have full authority to investigate suspected improper activities raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource reasonably believed to be necessary to conduct a full and complete investigation of the allegations. A report summarizing the findings of the investigation will be given to the individual who filed the complaint (if a name is given) within 10 business days. If more than 10 business days are needed, the individual who filed the complaint will be notified in writing of an estimated date the investigation will be completed (to be done no later than 30 days after the first report is made). Steps will be taken to deal with the issue consistent with BPL policies, rules and collective bargaining agreements.

## **Responsibilities**

All staff members, board members and volunteers shall receive a copy of, and are expected to be knowledgeable about, this Whistleblower Policy. All reports/complaints made must go through the appropriate channels noted above.

The Library Director must make sure that all employees, trustees and volunteers are aware of this policy and understand the channels of reporting. Any findings of improper activity or false allegations must be kept in the individual's personnel file.

The individual(s) who undertake the investigation must uphold confidentiality to the fullest extent possible, and any individual who is a subject of a report or otherwise has a conflict of interest shall be precluded from participating in the investigation.

Bronxville Public Library

## Whistleblower Report Form

Applies to: All Staff, Board Members, Volunteers

Submit this form using the appropriate channel, as noted in the Whistleblower Policy:

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Date Report Made/Filed: \_\_\_\_\_

Person reporting the actual or suspected wrongful conduct:

(Do not complete this section if you wish this to be an anonymous report)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_