

Approved September 15th, 2022

BRONXVILLE PUBLIC LIBRARY WHISTLEBLOWER PROTECTION POLICY

Purpose

The Bronxville Public Library (“BPL”) encourages all employees, independent contractors, board members and volunteers (“Covered Persons”), acting in good faith, to report suspected improper activities.

This Whistleblower Policy (“Policy”) is intended to protect Covered Persons who raise concerns regarding suspected improper activities, such as:

- Fraud, including incorrect financial reporting and questionable accounting, transactional or auditing matters;
- Unlawful activities, including noncompliance with a state or federal statute, regulation, local ordinance, executive order, or judicial and administrative decisions, rulings, and orders;
- Activities that are not in compliance with BPL policies;
- Discrimination or harassment; or
- Activities, policies, or practices that the reporter reasonably believes pose a substantial and specific danger to the public health or safety.

BPL is committed to upholding the highest of standards of ethical, moral, and legal business conduct, and transparency through open communication. All Covered Persons are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This Policy provides an avenue for all Covered Persons to report any suspected or actual improper activities or conduct without the fear of intimidation, harassment, discrimination or 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 Covered Person who files a report concerning a suspected improper activity must do 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.¹ However, any allegations that prove not to be substantiated and not based on a reasonable

¹ New York law includes among prohibited retaliatory actions the following, without limitation: (i) adverse employment actions or threats to take such adverse employment actions against an employee in the terms of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee’s current or future employment; or (iii) threatening to

belief, 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 any applicable 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 any applicable 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 the individual does not feel comfortable filing the report with the Library Director, or it would be improper to do so, individuals may also 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

Except as otherwise provided by law, Covered Persons shall promptly make all reports of suspected improper activity 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. When the investigation is concluded, the investigator(s) will determine if any disciplinary actions, up to and including termination of employment, and/or other corrective measures are required or otherwise warranted, which may include reporting the findings of the investigation to appropriate law enforcement or governmental authorities. Any person who is the subject of a report under this Policy shall not be present at or participate in any deliberation, voting or other decision-making on any matter relating to such report, provided that nothing shall prohibit the investigator(s) from requesting that the person who is the subject of the report present information as background or answer questions prior to such decision-making. If the identity of the person making the report is known, the investigator(s) may inform him/her that the investigation has concluded, and generally, the findings and resolution, if deemed appropriate.

contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee's suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee's family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.

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 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.

Bronxville Public Library

Whistleblower Report Form

Applies to: All Employees, Former Employees, Independent Contractors, Board Members, and Volunteers

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

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.

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: _____