

## WHISTLEBLOWER POLICY

The Islip Public Library's *Whistleblower Policy* requires administrators and staff to observe high standards of business and personal ethics in the conduct of their duties. As representatives of the Library, staff must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. The Library's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. Even the best systems of control, however, cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities. The Library encourages its staff members to report suspected or actual illegal or improper activity, financial or otherwise, as detailed in this policy.

### Reporting Responsibility

Staff is responsible for complying with this policy and for reporting violations or suspected violations in accordance with this policy.

### No Retaliation

This policy is intended to encourage and enable staff members and others to raise concerns relating to business practices within the Library prior to seeking resolution outside the Library. No staff member who in good faith reports a violation of this policy 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.

### Reporting Concerns

The Library encourages its staff to report suspected or actual violations of this policy. In most cases, a staff member's supervisor is in the best position to address an area of concern. If the staff member is not comfortable reporting to an immediate supervisor or the immediate supervisor's response is not satisfactory, the staff member is encouraged to report directly to the Director or Assistant Director. Supervisors and Department Heads are required to report suspected violations of this policy, other Library policies, or any applicable law to the Director who possesses specific and exclusive responsibility to investigate all reported violations. If the suspected or actual violation concerns the Director, the staff member should report the matter directly 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. 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 collaborating with the reporting individual to commit the alleged violation to written format. The Director will investigate, resolve and notify the Board of Trustees of the complaint and/or allegation.

### Acting in Good Faith

Staff filing a complaint concerning a violation or suspected violation of this policy, policies or law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. 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 offense invoking disciplinary measures.

### Handling of Reported Violations

The Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted.