

## **WHISTLEBLOWER POLICY**

The Jericho Public Library is committed to operating 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 members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Jericho Public Library's business and does not relate to private acts of an individual not connected to the business of the Jericho Public Library.

### **Reporting**

If a director, trustee, officer, employee or volunteer (hereinafter referred to collectively as "employee") has a reasonable belief that an employee of the Jericho Public 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 Library Director or the Board of Trustees. If such information is reported to the Library Director, the Director shall immediately notify the Board. If the employee does not feel comfortable reporting the information to the Library Director, he or she is expected to report the information directly to a member of the Board.

### **Confidentiality**

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Jericho Public Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

### **No Retaliation**

The Jericho Public Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Library Director, the Board of Trustees or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) 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 Jericho Public 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.

In addition, the Jericho Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by the Jericho Public Library or any of its employees of a violation of any applicable law or regulation.

### **Compliance Officer**

The Library Director will be designated to administer the policy and report to the Board of Trustees at least once annually on compliance activity.

### **Policy Distribution and Training**

A copy of this policy shall be distributed to all trustees, directors, officers, employees and to volunteers who provide substantial services to the library.

Supervisors will be trained on this policy and the prohibition against retaliation in accordance with this policy.