

WHISTLE BLOWER POLICY

The Library is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we expect employees who have serious concerns about any aspect of the Library's work to come forward and voice those concerns. These concerns include questionable or improper accounting or auditing matters; violations and suspected violations of the Library's Code of Ethics; or other policies that are ethical in nature. This Whistle Blower Protection Policy is intended to encourage and enable employees to raise serious concerns within the Library rather than overlooking a problem or seeking a resolution of the problem outside the Library.

Employees are often the first to realize that there may be something seriously wrong within the Library. However, they may decide not to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Library. They may also fear harassment or victimization. In these circumstances, they may feel it would be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Library adheres to the NYS Civil Service Law 75-b and the NYS Labor Law 740 which outline employee rights regarding retaliation in the workplace. No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A volunteer may be removed from an appointed or elected position.

The Library's open door policy suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee'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. Assistant Directors, supervisors and managers are required to report suspected violations to the Director who is required to look into all reported violations and forward a written report to the Audit Committee, including appropriate recommendations with respect to all reported concerns.

The employee may directly report the concern in writing to the Audit Committee of the Middle Country Public Library, P.O Box 685, Centereach, NY 11720. Concerns may be submitted anonymously.

The Audit Committee shall address all reported concerns during an Audit Committee meeting. The Audit Committee will notify the sender within 20 business days, unless the reported concerns were done anonymously. All reports will be promptly investigated and action taken must include a follow-up with the complainant. The Audit Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource necessary to conduct a complete investigation.

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of ethical behavior. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Adopted November 20, 2006 by the Board of Trustees of the Middle Country Public Library.