

North Babylon Public Library  
Whistleblower

Trustees, directors, officers, employees and volunteers of the North Babylon Public Library who in good faith reports any action or suspected action taken by or within the library that is illegal, fraudulent or in violation of any adopted policy of the library shall not suffer intimidation, harassment, discrimination or other retaliation, or in the case of employees, adverse employment consequences.

This policy applies to the trustees, directors, officers, employees and volunteers of the North Babylon Public Library and shall supersede any prior whistleblower policy.

All trustees, directors, officers, employees and volunteers of the North Babylon Public Library have a responsibility to report known or suspected violations included, but not limited to, incorrect financial reporting, unlawful activity, activities that are inconsistent with library policies or activities which otherwise amount to serious improper conduct.

The Board of Trustees shall oversee the adoption, implementation and compliance of this policy. The Library Director shall be responsible for administering this policy. If anonymous, reports must contain sufficient information including names, dates, descriptions, etc. in order that an investigation can be conducted. If the investigation establishes a violation, the Library Director shall determine the appropriate action and make such recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation has occurred, the Library Director will report to the Board. The investigation is closed when the investigation is complete; a recommendation is submitted for a resolution and/or corrective action to the Board. Full documentation shall be maintained in the library's records.

The Library shall take every reasonable action to maintain confidentiality of reported information, however absolute confidentiality cannot be guaranteed.

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

Approved by the Board of Trustees  
December 16, 2014