

HENDRICK HUDSON FREE LIBRARY WHISTLE-BLOWER PROTECTION POLICY

Introduction

The Hendrick Hudson Free Library requires its Trustees, officers and employees to observe high standards of business and personnel ethics in the conduct of their duties and responsibilities. As employees and representatives of HHFL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Each member of the HHFL community has the responsibility to report actions that violate laws, regulations, and/or the Code of Ethics and Conflict of Interest Policy. In keeping with HHFL's commitment to fostering a community of integrity and employee support, HHFL has created a means whereby employees are to report any concerns they may have relating to such violations.

The matters which should be reported in writing under this policy include, but are not limited to, suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of HHFL assets or suspected regulatory compliance violations.

Statement of Policy

An employee who makes a report in good faith is protected from any harassment, victimization and change in employment, up to and including dismissal that results from making the report. Managers must ensure that these procedures are available and known to all employees and that all employees have easy access to the mechanism for making a report.

An employee who suspects wrongdoing by a colleague should first reach out to their supervisor to address the matter directly. If the matter cannot be resolved at this level, or if for some reason the employee is uncomfortable with bringing the matter to their supervisor's attention, the employee should contact the Director. Should the Director be suspected of wrongdoing, then the matter should be reported to the Board of Trustees.

Alternatively, any employee or Trustee may make an anonymous and confidential complaint about an alleged violation to the Director or Board of Trustees.

Investigation

Ordinarily, the Director will conduct a preliminary investigation. During the preliminary investigation, the Director will discuss the complaint with the individual responsible for the department named in the complaint. If the preliminary investigation shows no justification for a complaint, the complaint will be closed and the complainant will be notified of this decision.

If the preliminary investigation reveals potential wrongdoing, the Director will pass the complaint on to the Board of Trustees. They, in turn, will decide how the investigation is to be carried out, in consultation with the Director. The employee making the complaint will receive general information on the progress of the investigation and its outcome unless doing so would jeopardize the investigation.

Adopted by the Board of Trustees 10.26.09

Reviewed 12.10.12

Revised 10.26.15