



## **Whistleblower Policy**

Central Islip Public Library's Code of Business Conduct (herein referred to as the Code) 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 the Code 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 serious concerns about business practices within the Library prior to seeking resolution outside the Library. No staff member who in good faith reports a violation of the Code 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 the Code. 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 speaking with the immediate supervisor or the immediate supervisor's response is not satisfactory, the staff member is encouraged to speak directly to the Director. Supervisors and Department Heads are required to report suspected violations of the Code, other Library policies or any applicable law to the Director who has 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 or may be submitted anonymously. 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 working with the reporting individual to commit the 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 the Code, policies or law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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 disciplinary offense.

***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 by the investigation.