

Whistleblower Policy

NorthEast-Millerton Library requires directors, trustees, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the NorthEast-Millerton Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. A copy of this policy must be distributed to all directors, officers, employees, and to volunteers who provide substantial services to the Library. In terms of this policy, the “employee” include former employees and self-employed independent contractors.

Reporting Responsibility

It is the responsibility of all directors, trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Violations

Violations could be related, but not limited to, ethics, law, policy, or creating a danger to public health or safety.

No Retaliation

No directors, trustees, employees, or volunteers who in good faith reports a violation or raises an objection to a practice to the Library, or governmental body, shall suffer harassment, retaliation or adverse employment consequence, including but not limited to discharge, suspension or demotion; threats that would negatively impact a current or former employee’s future job status; or contacting, or threatening to contact, immigration officials about an employee or their family member. 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.

Reporting Violations

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within NorthEast-Millerton Library prior to seeking resolution outside the Library. Employees are not required to report the violation to the Library first if there is a perceived immediate danger, the library may cover up the unlawful activity, or the employee reasonably believes the library is aware of the situation and will not try to rectify the matter.

NorthEast-Millerton Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Library Director is the best person to address an area of concern. However, if you are not comfortable speaking with the Director or you are not satisfied with the directors

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response, you are encouraged to speak with someone on the Library's board of Trustees whom you are comfortable in approaching.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

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. Anyone found intentionally breaking confidentiality may face discipline or be removed from their position. To preserve confidentiality, copies of the files may be made with the whistleblowers name redacted. Original files may be kept in a locked filing cabinet at the Library or at the trustee's home until an appropriate storage can be obtained.

Handling of Reported Violations

The Library Director or responding Trustee will notify the sender and acknowledge receipt of the reported violation or suspected violation within one week. All reports will be promptly investigated (by the Director, or if appropriate, a Trustee) and appropriate corrective action will be taken if warranted by the investigation.

How to Contact the Board or Staff

Current contact information for the board and staff is posted on the bulletin board in the back of the office.

Disciplinary Action

If the violation being reported requires disciplinary action against a staff member, the director will be the person to determine the correct course of action, unless there is a need to involve a lawyer or proper authorities. In such a case, the director must inform the president or vice president.

If the violation was originally report to a board member because the individual was not comfortable speaking with the Director or was not satisfied with the director's response, a board member must be included in deciding the correct disciplinary action.