

Whistleblower Policy

The Long Beach Public Library is committed to complying with the highest standards of ethical, moral, and legal business conduct while being transparent in its operations and communications. Accordingly, all Trustees, staff, and volunteers are required to comply with applicable federal, state, and local laws while also adhering to faithfully implementing the policies and procedures of the Long Beach Public Library. In furtherance of the preceding, this Policy provides an avenue for all trustees, employees, and volunteers to report any suspected or actual breach in conduct without fear of intimidation, harassment, or retaliation.

Reporting Responsibility:

It shall be the policy of the Library that all trustees, employees and volunteers have a duty to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action that is illegal, fraudulent, or in violation of Library Policy, which the reporter has either actual knowledge of or has a reasonable good faith belief that such action has occurred.

Procedure:

The Compliance Officer shall be the Library Director unless the Director is the subject of the report then the Compliance Officer shall be the President of the Library Board. The Compliance Officer shall be responsible for administering this policy, overseeing an investigation, and reporting to the Board of Trustees. All reports of violations shall be made in writing on the attached Whistleblower Reporting Form and should be submitted promptly to the Compliance Officer or, if not appropriate, the President of the Library Board. Reports of violations need not be signed; however, anonymous reports must contain sufficient information, including but not limited to the name of the violator, the date of the incident, and a detailed description of the violation in order to conduct an investigation. Receipt of reports shall be acknowledged in a timely fashion. An investigation shall be conducted by the Compliance Officer or legal counsel and a report of the findings shall be provided to the reporter within 20 business days of the report's submission. If more than 20 business days are needed to complete an investigation, the reporter shall be notified in writing of an estimated date of completion.

Investigation Results:

If the investigation established that a violation has occurred, a report shall be submitted to the Board of Trustees who shall determine the appropriate action based upon law and Library policy. Civil or criminal prosecutions will be pursued when warranted. If the investigation concludes that there has been no violation, the reporter shall be duly informed in writing.

Documentation:

The Compliance Officer shall document the investigation and explain the rationale for the conclusion and/or corrective action. Such documentation shall remain with the Library for at least three (3) years.

Confidentiality:

All reports of violations or suspected violations will be kept confidential to the extent possible consistent with the need for an adequate investigation. The Director will disclose information related to the incident to those on a need to know basis. Documentation may be shared with law enforcement personnel, where appropriate; however, disclosure of information to those persons other than those who need to know shall be considered a serious breach of protocol and subject to disciplinary action up to and including suspension, termination or civil action.

Protection against Retaliation:

Any reporter of an actual or suspected violation(s) in good faith shall not be subject to intimidation, harassment, retaliation or adverse employment action. In the event there is retaliation, said action should be reported promptly to the Compliance Officer. Depending on the seriousness of the offense, the Library will impose appropriate disciplinary action up to and including suspension, termination, or referral to the New York State Board of Regents.

Good Faith Reporting:

Reports of violations or suspected violations must be furnished in good faith with reasonable grounds for believing the information constitutes a violation of law or policy. Complaints knowingly made in bad faith shall be subject to disciplinary action up to and including suspension, termination and referral to the New York State Board of Regents. This includes, but is not limited to, giving false information or making a report in retaliation.

Distribution:

This report shall apply to all trustees, staff, and volunteers of Long Beach Public Library and shall be distributed periodically to all staff.

Adopted: November 2014

Whistleblower Report Form

Date of Report: _____

Reporter's Contact Information: (not required if anonymous)

Name: _____

Position/Title: _____

Contact Information: _____

Violator:

Name: _____

Position/Department: _____

Witness:

Name: _____

Position/Title: _____

Name: _____

Position/Title: _____

Description of Violation:

Return completed form to Compliance Officer.

Date Received by Compliance Officer: _____