

WHISTLEBLOWER POLICY

PURPOSE:

Albany Public Library (the “Library”) is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures. The Library establishes a policy against unlawful or fraudulent conduct and outlines a procedure for trustees, officers, employees and volunteers to report actions that such person reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library’s business and does not relate to private acts of an individual not connected to the business of the Library.

POLICY:

The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures.

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the Library as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Executive Director. If the person does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to a member of the Executive Committee of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency.

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees, which will take action upon the report as necessary. In conducting such investigations, the Library will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation. Any individual who is the subject of any report made pursuant to this policy shall not be present at or participate in any deliberations or voting of the Board of Trustees or a committee thereof with respect to such report, provided, however, that the Board of Trustees or committee thereof shall be permitted to request that the person who is the subject of such report to present information as background or answer questions at a Board of Trustees or committee meeting prior to the commencement of deliberations or voting on the relevant report made pursuant to this policy.

The Library will not retaliate against an employee in the terms and conditions of employment, or intimidate, harass, discriminate against or otherwise retaliate against any trustee, officer, employee or volunteer of the Library because such person: (a) reports, in good faith, to a supervisor, the Executive Director, the Board of Trustees, or to a federal, state or local agency what such person believes, in good faith, to be a violation of the law or an adopted policy of the Library, or (b) participates, in good faith, any resulting investigation or

proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect his or her rights. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

RESPONSIBILITY:

Trustees and Supervisors will be trained on this policy and on the Library's prohibition against retaliation in accordance with this policy. All employees, trustees, and officers will receive a copy of this policy and be asked to acknowledge receipt in writing through the use of the form attached as Exhibit A. The Library shall post this policy in a conspicuous location accessible to employees and volunteers.

APPROVED/REVIEWED:

Adopted: November 2014

Amended: March 2017

Reviewed: February 2019

APPENDIX A



Albany Public Library

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ACKNOWLEDGEMENT/CERTIFICATION

(Must be completed by Trustees, Officers, and Employees)

I, _____, hereby certify that:

- a. I have received a copy of the Albany Public Library's Whistleblower Policy (the "Policy");
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____