

# Whistle Blower Protection Policy

## 1. Policy Objectives

- a) The Cutchogue New Suffolk Free Library ["CNSFL"] adheres to all applicable federal and state laws, regulations and the policies it has adopted. To assist the CNSFL with maintaining compliance, it is the responsibility of the Trustees, Library Director, Library employees and volunteers to report any actual or suspected illegal, fraudulent or unlawful activity or practice engaged in by the Trustees, Library Director, employees or volunteers of the CNSFL to the Library Director or Board President and afford management a reasonable opportunity to investigate and take corrective action, when warranted, prior to the filing of complaints with law enforcement officials or governmental agencies outside CNSFL.
- b) To encourage and enable the reporting of suspected or actual violations, this policy creates a procedure for making written reports regarding any action taken by or within the CNSFL that is reasonably believed to be illegal, fraudulent or in violation of any adopted law, regulation or Library policy.
- c) To reinforce the CNSFL's commitment to maintaining high ethical standards in the conduct of its business, this policy provides important protections against retaliation for those who make a written report concerning actual or suspected illegal, fraudulent or unlawful activities or practices engaged in by the CNSFL.

## 2. Procedure for Reporting

- a) If any Trustee, employee or volunteer of the CNSFL reasonably believes that a Trustee, employee or volunteer has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the Library Director. If a person is not comfortable making a report to the Library Director, a written report may be filed with the President of the Board of Trustees.
- b) If any Trustee, employee or volunteer reasonably believes that the Library Director has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the President of the Board of Trustees.
- c) If the Library Director reasonably believes that a Trustee, employee or volunteer has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the President of the Board of Trustees.

### 3. Protection Against Retaliatory Actions

- a) The CNSFL will not retaliate against a Trustee, Library Director, employee or volunteer who in good faith has made a written report to the Library Director or Board President concerning any action or suspected action taken by a Trustee, Library Director, employee or volunteer that is illegal, fraudulent or in violation of any policy adopted by the CNSFL.
- b) Anyone who, in the assessment of the Library Director or Board President, intentionally files a false report of wrongdoing will be subject to disciplinary action which may include termination from employment or dismissal from the Board.

### 4. Handling of Reported Violations & Confidentiality

- a) Reports of actual or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. There are certain circumstances in which the CNSFL may be required to disclose the reporting person's identity, for example, to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right to prepare and present a defense.
- b) The Library Director will acknowledge receipt of the written report setting forth the actual or suspected violation within 20 business days to the person filing the written report. If the report was filed with the Board President, receipt shall be acknowledged in the same manner.
- c) All reports will be promptly investigated and appropriate corrective action (including a follow-up with the person filing the report) will be taken if warranted by the investigation.
- d) It is to be the responsibility of the Library Director to administer this policy and to report to the Board of Trustees any written reports received and the manner in which they were resolved. It is the responsibility of the Library Director to distribute a copy of this policy to all Trustees, employees and volunteers who provide substantial services to the CNSFL, and provide training to employees and volunteers as appropriate.

*My signature below indicates that I have received and read the Whistleblower Protection Policy and make a commitment to adhere to its terms.*

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Signature of Trustee, Director, Employee, Volunteer

Date