

WHISTLEBLOWER POLICY

Introduction

The Smithtown Special Library District Code of Ethics and Conduct requires Directors, Trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Directors, Trustees and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

Retaliation

No Director, Trustee or Employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline as dictated by the terms of the Collective Bargaining Agreement and Civil Service Law. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Library prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Library's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Administration/Business Office or union representative. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Library Director as the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following the Library's open door policy, individuals should contact the Compliance Officer directly.

Compliance Officer

The Library's Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/hers discretion, shall advise the Board of Trustees. The Director is required to report at least annually on compliance activity to the Board of Trustees.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Handling of Reported Violations

The Library 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.

Policy 500-30

Adopted: 2/21/12