BELLMORE MEMORIAL LIBRARY

Whistleblower Protection Policy

WHEREAS, the Bellmore Memorial Library requires trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their official duties and responsibilities, and

WHEREAS, it is the responsibility of all trustees, officers, and employees to comply with the Code of Ethics and Policy on Conflict of Interests.

NOW, THEREFORE, be it resolved that the Bellmore Memorial Library hereby adopts a whistleblower protection policy (hereinafter the “Policy”) to read as follows:

Bellmore Memorial Library (hereinafter the “Library”) is committed to operating in furtherance of its purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its trustees, officers, and employees. This Policy applies to any matter related to the Library’s business and does not relate to private acts of an individual not connected to the business of the Library. Further, this policy is intended to encourage and enable trustees, officers and employees to raise serious concerns within the library prior to seeking resolution outside the library.

It is the purpose of this policy to encourage trustees, officers or employees to report information that they reasonably and in good faith believe to be in violation of the Code of Ethics, the Policy on Conflict of Interests, applicable law or regulation, to a member of the Board of Trustees and the President of the Staff Association in writing stating in detail the basis for belief of the violation or suspected violation.

No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or any adverse employment consequence. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership or termination of employment.

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 allegation that proves not to be substantiated and which proves to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which may result in the termination of employment or termination of membership.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports
will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The result of any investigation shall be reported to an agency as deemed appropriate. After an investigation has been completed, the individual reporting the suspected violation shall be advised of the results of the investigation, except for personnel actions taken as a result of the investigation, which may be kept confidential.

The Board of Trustees shall take prompt action to assist in properly investigating the report of the alleged violation.

Each trustee, officer and employee shall annually sign a statement which affirms such person:

a. Has received a copy of the Whistleblower Protection Policy,
b. Has read and understands the policy, and
c. Has agreed to comply with the policy.

ADOPTED: November 18, 2014