

9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## **WHISTLEBLOWER POLICY**

ADOPTED 6/21/2020

### **Purpose**

The Bloomfield Public 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. Therefore, the Bloomfield Public Library Board of Trustees has adopted this Whistleblower Policy.

The goals of the Bloomfield Public Library Whistleblower Policy are to:

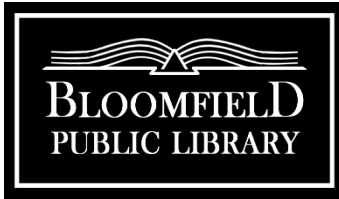
- Combat unlawful or fraudulent conduct by any of the library's Trustees, Officers, and Key Employees.
- Outline expectations for conduct of Trustees, Officers, and Key Employees.
- Outline a procedure for employees to report actions that they reasonably believe violates a law or regulation or that constitutes 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.

### **Guidelines**

- If a Trustee, Officer, or Key Employees has a reasonable belief that a(nother) Trustee, Officer, or Key Employees or that the library as a whole has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Director.
- If the person does not feel comfortable reporting the information to the Director, they are to report the information to the President of the Board of Trustees. That person may, in addition, report the matter to a local, state, or federal agency.
- All reports will be acted upon promptly and an investigation conducted. The person assigned to conduct the investigation will deliver their findings to the Board of Trustees. In conducting such investigations, the library will strive to keep the identity of the complaining individual as confidential as possible while conducting a review and investigation.
- The library will not retaliate against an employee in the terms and conditions of employment because that employee:
  - a) reports, in good faith, to a supervisor, the Director, the Board of Trustees, or to a federal, state, or local agency what the employee believes, in good faith, to be a violation of the law; or
  - b) participates, in good faith, in any resulting investigation or proceeding; or

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- c) exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.
- The library may take disciplinary action (up to and including removal/termination) against a Trustee, Officer, or Key Employees who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this Whistleblower Policy or has violated other provisions of this policy.

### **Acknowledgement & Certification**

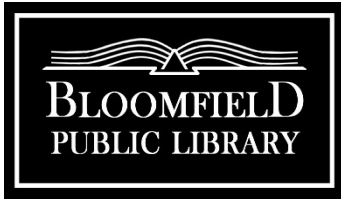
Appendix A, the Acknowledgement & Certification Form, will be distributed with this policy to trustees, officers, and Key Employees on an annual basis. These groups are required to return Appendix A to the Director.

### **Ongoing Use Evaluation**

The Bloomfield Public Library's Whistleblower Policy will be periodically evaluated in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Whistleblower Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees at an open meeting.

Questions or concerns regarding Bloomfield Public Library or this policy should be directed to the Director.

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**Appendix A**

**WHISTLEBLOWER POLICY ACKNOWLEDGEMENT & CERTIFICATION FORM**

(To be completed by Trustees, Officers, And Key Employees)

I, \_\_\_\_\_, hereby certify that:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Note: This form needs to be completed annually by all Trustees, Officers, and Key Employees.

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