



## Whistle Blower Policy

The New Hartford Public Library (hereinafter written as the NHPL) is committed to operating in furtherance of its tax-exempt 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 board of trustee members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is related to the NHPL's business and does not relate to private acts of an individual not connected to the business of the NHPL.

If an employee has a reasonable belief that a NHPL board member, officer, employee, or volunteer has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the NHPL director and or the president of the board.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the NHPL will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The NHPL will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the director, to the board 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 (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 the employee's rights.

The NHPL may take disciplinary action (up to and including termination) against an employee who in the board's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, the NHPL will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by the NHPL or any of its employees of a violation of any applicable law or regulation.

The director or senior clerk will be trained on this policy and the NHPL's prohibition against retaliation in accordance with this policy.

Adopted: November 19, 2014