



Warner Library

Warner Library Whistle Blower Policy

Warner Library encourages all staff, board members and volunteers acting in good faith to report suspected or actual wrongful conduct. Any Warner Library staff member, board member or volunteer who report suspected or actual wrongful conduct in good faith, will not be fired or otherwise retaliated against for making the report.

The whistleblowing policy is intended to protect the reporter when concerns are raised regarding issues such as:

Deliberate falsification of financial reporting;
Criminal or unlawful activity;
Activities that are in opposition to Warner Library Policies;
Activities which otherwise amount to improper conduct.

Warner Library is committed to upholding the highest level of ethical, moral and legal business conduct and open communication. All staff members, Trustees and volunteers are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy provides an avenue for all employees and board members to raise any concern without fear of retaliation.

Any employee, Trustee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation of policy, law or ethical conduct.

Any employee or Trustee who reports a possible violation in good faith will not suffer any harassment, retaliation, or adverse employment consequence. Any employee who retaliates against someone who has filed a complaint in good faith is subject to disciplinary action and/or personnel action consistent with Village of Tarrytown policies, collective bargaining agreements and civil service law.

Reporting of suspected violations must be in writing and signed. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Individuals should share their questions, concerns, suggestions, or complaints first with their supervisors, then with the Library Director, who will address their concern promptly. If it is inappropriate to make the report to the Library Director, individuals can take their concerns to any Library Board Member.

An appropriate investigation will be undertaken by the Library Director or Board Member and a report summarizing the findings will be given to the individual who filed the complaint within five (5) business days. If more than five (5) business days are needed the individual will be notified in writing of an estimated date that the investigation will be completed. Steps will be taken to deal with the issue consistent with Village of Tarrytown Policies, collective bargaining agreements and civil service law.

All staff members, board members and volunteers should be aware of this policy. All complaints/reports must go through the appropriate channels outlined above.

Individuals who investigate reports of wrongdoing must investigate them thoroughly and uphold confidentiality to the fullest extent possible.

Adopted by Warner Library Board of Trustees March 26, 2015