

# Whistleblower Policy

Ticonderoga Black Watch Memorial Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, including those concerning accounting and auditing, and must faithfully implement and adhere to Ticonderoga Black Watch Memorial Library's own policies in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any known or suspected conduct contrary to these standards without fear of intimidation, harassment, discrimination or retaliation. This policy applies to any matter which is related to library operations and does not relate to private acts of an individual not connected to the business of the library.

Ticonderoga Black Watch Memorial Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, library policy, and procedures.

- If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or Ticonderoga Black Watch Memorial Library as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the library manager.
  - If the person does not feel comfortable reporting the information to the library manager, he or she is expected to report the information to a member of the Executive Committee of the Board of Trustees (President, Vice-President, Treasurer and Secretary).
  - The person may, in addition, report the matter to a federal, state, or local agency.
- All whistleblowing reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted by the president of the board of trustee or their designee.
  - The individual who receives the complaint will not include the name of the individual who provided the complaint unless their identity is

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necessary for the effective investigation of the complaint. In all cases, the identity of the individual who provided the complaint will be kept confidential to the greatest extent possible.

- The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees, which will take action upon the report as necessary. In conducting such investigations, the library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.
- No retaliatory action will be taken against an employee because that employee: (a) reports, in good faith, to a supervisor, the library manager, 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 (c) exercises his or her rights under any state or federal law or regulation to pursue a claim or take legal action to protect the employee's rights.
  - Ticonderoga Black Watch Memorial Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the board of trustee's assessment, has engaged in retaliatory conduct in violation of this policy, or has violated the provisions of this policy.
- Trustees and employees will be trained on this policy and on the library's prohibition against retaliation in accordance with this policy. All employees and trustees will have access to this policy.
- This policy shall be reviewed annually for the information and guidance of the board, the library manager and employees. Any new persons serving the library in such positions shall be advised of the policy upon undertaking their respective duties.

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

3/7/2024