



1060 Hicksville Road Massapequa, NY 11758-1289

Tel: (516) 735-4133

Fax: (516) 731-3117

mlipson@plainedgelibrary.org

MICHELE LIPSON
LIBRARY DIRECTOR

PLAINEDGE PUBLIC LIBRARY
WHISTLE BLOWER
POLICY
ADOPTED BY THE BOARD OF TRUSTEES
October 20, 2014
Reviewed by the Board of Trustees on May 19, 2021

The Plainedge Public Library's Rules of Conduct requires all Trustees, Staff Members and Volunteers to observe high standards of personal ethics in the fulfilling of his/her duties, obligations and responsibilities. Each Trustee, every Staff Member and all Volunteers are obligated to practice honesty and integrity at all times.

Reporting

It is the responsibility of the Trustees, Staff Members and Volunteers to comply with the Plainedge Public Library's Conflict of Interest and Ethics Policy and to report any questions, concerns, suggestions, problems or violations of this policy promptly to the Director who will forward the information to the President or Vice President of the Board Of Trustees. If it is inappropriate to speak to the Director, the President or Vice President will be advised of the issue and in tum bring the matter to the attention of the Board of Trustees.

Acting in Good Faith

A person reporting suspected or alleged illegal or wrongful conduct or improper actions should be acting in good faith and have reasonable grounds for believing their suspicions or allegations to be true. Any allegations that cannot be substantiated and can be reasonably determined to have been made maliciously or knowingly false will be considered a serious misconduct subjecting the reporting person or persons to consequences for their action.

No Retaliation

This policy is intended to encourage and enable Trustees, Staff Members and Volunteers to raise serious concerns within the organization for investigation and appropriate actions. No Trustee, Staff Member or Volunteer of the Library who in good faith reports a

violation of any laws, regulations, ordinances or Library policies shall suffer harassment, retaliation or any other adverse consequences. Any Trustee, Staff Member or Volunteer who retaliates in any way against someone who has reported a violation in good faith shall be subject to appropriate discipline up to and including termination.

Confidentiality

The person or persons conducting the investigation, or their designees, shall use reasonable efforts to maintain the confidentiality of any and all persons reporting the alleged conduct or actions, provided that doing so will not interfere with the investigation of the specific allegation.

Distribution of the Whistle Blower Policy And Ethics Policy

A copy of the Plainedge Public Library Whistle Blower Policy, Conflict of Interest and Ethics policy will be given to each Trustee presently serving on the Board. Thereafter, each new Trustee new Employee or Volunteer will be given a copy of each before entering upon the duties of his/her office or employment. This policy will be included in the Employee Staff Manual.