

Kingston Library Whistleblower Policy

Reviewed and Approved by the Kingston Library Board of Trustees
January 18, 2018

Article I: Purpose

The Kingston Library is committed to maintaining an environment where volunteers and employees are free to raise good faith concerns regarding the Kingston Library's business practices, including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement or other governmental body; and
3. Identifying actual or potential violations of the Kingston Library's bylaws and policies.

Article II: Reporting a Violation

Members of the Kingston Library Board, volunteers and employees should raise concerns with, and report violations to the Kingston Library Executive Director or the Kingston Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Kingston Library's Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, he/she may bring the matter directly to the Kingston Library Board of Trustees. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action.

Article III: No Retaliation

1. The Kingston Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of the Kingston Library's policies or bylaws. Any members of Kingston Library Board, volunteers, or employees who engage in retaliation will be subject to discipline, up to and including termination or removal.
2. Any member of the Kingston Library Board, volunteer, or employee who believes that he/she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Kingston Library Executive Director or the Kingston Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Kingston Library Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, he/she may bring the matter directly to the Kingston Library Board.

Article IV: Investigation

1. Reports of suspected violations of law, Kingston Library's Bylaws or policies, or reports of retaliation will be investigated promptly and in a manner intended to

protect confidentiality, consistent with a full and fair investigation. The Kingston Library Board President or Executive Director will conduct or designate other internal or external parties to conduct the investigation. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Kingston Library Executive Committee.

2. In the event that a report of a suspected violation of law or policy or retaliation involves the Kingston Library Board President or Executive Director, the Kingston Library Board Vice-President and other members of the Board Executive Committee will conduct the investigation, or designate a third party to conduct the investigation.

Article V: Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

This policy is the product of the Kingston Library and will be re-evaluated by its Standards and Development Committee every three (3) years, if not sooner. The Standards and Development Committee will present the new and updated policy to the full Board of Trustees for approval and will be publically available on the Kingston Library's website and in hard-copy in the library building.