



121 HIGH ST, NEWARK, NY 14513
315-331-4370, Fax 315-331-0552
www.newarklibrary.org newcirc@pls-net.org

WHISTLEBLOWER POLICY

1. Purpose

The Newark Public Library is committed to maintaining an environment where Newark Public Library employees are free to raise good faith concerns regarding the Newark Public 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 Newark Public Library's bylaws and policies.

2. Reporting a Violation

Newark Public Library employees should raise concerns with, and report violations to the Newark Public Library Board President or Newark Public Library Director. If the concerns are with or about either of those parties, the individual should address concerns with the Newark Public Library Board Vice President or Newark Public Library Assistant Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Newark Public 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 by the Newark Public Library.

3. No Retaliation

- Newark Public 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 Newark Public Library's policies or bylaws. Any Newark Public Library employee who engages in retaliation will be subject to discipline, up to and including termination or removal.
- Any Newark Public Library employee who believes that they have 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 Newark Public Library Board President or Newark Public Library Director. If the concerns are with or about either of those parties, the individual should address concerns with the Newark Public Library Vice President or the Newark Public Library Assistant Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Newark Public Library Board of Trustees.

4. Investigation

- Reports of suspected violations of law, or Newark Public Library's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Newark Public Library Board President or Director will conduct or designate other internal or external parties to conduct the investigations. 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 Newark Public Library Board of Trustees. In the event that a report of a suspected violation of law or policy or retaliation involves the Newark Public Library Board President or Director, the Newark Public Library Executive Committee will conduct the investigation, or designate a third party to conduct the investigation. The Board President cannot be part of the Executive Committee investigation nor take part in designating a third party if he or she is under investigation.
- Barring unusual circumstances, investigations should be initiated within three business days of a report, and concluded within sixty days of a report, unless the subject matter of the report warrants investigation under a policy with a different deadline.

5. 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.

6. Conformance with State and Federal Laws and Regulations

This Library complies with state and federal whistleblower laws and regulations, and if a conflict occurs between this policy and a law or regulation, the law and regulation shall take precedence.

Adopted by the Newark Public Library Board of Trustees December 11, 2014

Reviewed 11/12/2020

Amended by the Board of Trustees 5/9/2024

Reviewed by the Policy Committee 4/17/2024