



95 Harbor Road, Cold Spring Harbor, NY 11724
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WHISTLEBLOWER POLICY

The Cold Spring Harbor Library is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Cold Spring Harbor Library's business and does not relate to private acts of an individual not connected to the business of the Cold Spring Harbor Library.

Reporting

If a director, trustee, officer, employee or volunteer (hereinafter referred to collectively as "employee") has a reasonable belief that an employee of the Cold Spring Harbor Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, any such person is expected to immediately report such information to the Library Director. If that person does not feel comfortable reporting the information to the Library Director, he or she is expected to report the information to a Department Manager, Assistant Library Director, or to a Library Board Member.

Confidentiality

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Cold Spring Harbor Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

No Retaliation

The Cold Spring Harbor Library will not retaliate against an employee in the terms and conditions of employment or any other person that: (a) reports to a Department Manager, the Assistant Library Director, the Library Director, the Board of Trustees or to a federal, state or local agency what the that person 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(s) or regulation(s) to pursue a claim or take legal action to protect the person's rights.

The Cold Spring Harbor Library may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, the Cold Spring Harbor Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by the Cold Spring Harbor Public Library or any of its employees of a violation of any applicable law or regulation.

Compliance Officer

The Library Director will be designated to administer the policy and report to the Board of Trustees at least once annually on compliance activity.

Policy Distribution and Training

A copy of this policy shall be distributed to all trustees, directors, officers, employees and to volunteers who provide substantial services to the library.

Supervisors will be trained on this policy and the prohibition against retaliation in accordance with this policy. The Director will provide a copy of this policy to each employee and answer any questions on it.

Adopted February 1, 2016
Revised December 2, 2019

Whistleblower Policy Acknowledgement Form

By signing this form, I acknowledge that I have received, read, and understand the Cold Spring Harbor Library Whistleblower Policy.

Signature:

Title:

Print Name:

Date:
