

## WHISTLEBLOWER POLICY

Yonkers Public Library (the "Library") is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws of any appropriate jurisdiction, rules and regulations, including those concerning accounting and auditing. Any violation of applicable law of any appropriate jurisdiction, rules, and regulations, including those concerning internal budgeting, auditing, accounting, and general operating policies of the Library will constitute a fraudulent practice ("fraudulent practice"). The 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 and Board policy, and procedures. It hereby establishes a policy against fraudulent practices and outlines a procedure for employees to report actions that a trustee or employee reasonably believes is a fraudulent practice. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library. This policy and procedures are intended to encourage and enable employees and trustees to raise concerns in good faith within the Library and without fear of retaliation or adverse employment action. This policy and procedures are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing fraudulent practices free from retaliation and adverse employment action.

The 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 the Library as a whole, has engaged in any action that constitutes a fraudulent practice, that person is expected to immediately report such information on an oral or written basis to his or her supervisor or to the Executive Director. If the person does not feel comfortable reporting the information to his or her supervisor or to the Executive Director, he or she is expected to report the information to the President of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency (e.g. the COY Inspector General). A person may make such a report on an anonymous basis.

All reports received by the Executive Director or President of the board will be reported at the next-convening meeting of the Board of Trustees or, if of sufficient urgency, at a special meeting of the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his or her findings to the Executive Director and to the Board of Trustees. In conducting such investigations, the Library will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation. In the case where such a report involves a member of the Board of Trustees, the Board shall consider whether the report should be referred to the Library's general counsel for investigation.

The Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports, in good faith, to a Supervisor, the Executive Director, the Board of Trustees, or to a federal, state or local agency what the employee believes, 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 employee's rights. The 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.

**Adopted by the Board of Trustees on April 16, 2015**