SOUTHERN ADIRONDACK LIBRARY SYSTEM

Subject: Whistle-Blower Protection Policy

Application: Library System Trustees and Employees

Introduction

Southern Adirondack Library System requires its trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SALS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Duty to Report

Each member of the SALS community has the responsibility to report actions that violate laws, regulations, and/or adopted policies of SALS. In keeping with SALS' commitment to fostering a community of integrity and staff support, SALS has created a means whereby staff members are to report any concerns they may have relating to such violations without fear of retaliatory action.

Examples of matters which should be reported under this policy include, but are not limited to, suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of SALS' assets or suspected regulatory compliance violations.

Statement of Policy

A member of the SALS community who makes a report is protected from retaliatory action, including but not limited to harassment, victimization, and change in employment, up to and including dismissals that result from making the report. Managers must ensure that the procedures are available and known to all employees and that all employees have easy access to the mechanism for making a report.

Reporting Violations and Duty to Act in Good Faith

A member of the SALS community who suspects wrongdoing by a colleague should promptly report the alleged conduct to their supervisor. If for some reason the member is uncomfortable with bringing the matter to their supervisor's attention, the member should report the alleged conduct to the Administration & Finance Manager. Trustees may also contact the Administration & Finance Manager or the Chairperson of the SALS Board of Trustees' Audit Committee. Should the Administration & Finance Manager be suspected of wrongdoing, then the matter should be reported to the Executive Director.

Alternatively, any member may make an anonymous and confidential complaint about an alleged violation to the Administration & Finance Manager or the Executive Director by mailing a written report thereto by way of registered mail.

All reports must be made in good faith. Any report determined to be not founded upon reasonable grounds or otherwise frivolous may result in disciplinary action against the member filing the report.

Investigation

The Administration & Finance Manager will promptly conduct a preliminary investigation unless they are the subject of a report, in which case the Executive Director will make the initial investigation. If the preliminary investigation reveals potential wrongdoing, the Administration & Finance Manager will submit the complaint and their findings to the Executive Director who will promptly perform any further investigation deemed necessary in the Director's sole discretion before reporting their findings to the Audit Committee of the Board of Trustees. The Committee shall then determine if the matter requires further investigation, and, if so, seek the Board of Trustees' direction on any further investigation or action to be taken.

Confidentiality and Subsequent Reporting

The member making the complaint will receive general information on the progress of the investigation and its outcome unless doing so would jeopardize the investigation; provided however, that reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws and to cooperate with law enforcement officials. .

EMPLOYEE/MEMBER ACKNOWLEDGEMENT

This policy was approved by the SALS Board of Trustees at their April 20, 2010 Meeting and is to be reviewed annually.