

Whistleblower Policy:

Purpose

The Town of Chester Public Library is committed to operating in compliance with all applicable laws, rules and regulations as well as its policies and by-laws. Further, the Town of Chester Public Library requires trustees, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The the Town of Chester Public Library is committed to maintaining an environment where trustees, officers, employees and volunteers are free to raise good faith concerns regarding the operation of the the Town of Chester Public Library 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, and/or other governmental body; and
3. Identifying actual or potential violations of the the Town of Chester Public Library by-laws and policies.

Reporting a Violation

Trustees, officers, employees and volunteers of the the Town of Chester Public Library should raise concerns with and report violations to either the Director or the Library Board President. If concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee of the Board of Trustees. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board. *The Whistleblower Policy shall not apply to allegations made with reckless disregard to their accuracy. People making such allegations may be subject to disciplinary action by the the Town of Chester Public Library.*

No Retaliation

The Town of Chester Public Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against anyone who raises suspected violations of law, cooperates in inquiries or investigations or identifies potential violations of the Town of Chester Public Library policies or by-laws. Any trustee, officer, employee or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal. Any trustee, officer, employee or volunteer 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 Library Board President or Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee. If for any reasons an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board.

Investigation

All reports of suspected violations of law, or the Town of Chester Public Library by-laws 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, and referred as necessary. The 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 Executive Committee and to the full Board as appropriate. In the event that a report of a suspected violation of law or policy or retaliation involves the Library Board President, the Library Board Vice-President and Secretary will conduct the investigation, or designate a third party to conduct the investigation. In the event that a report of a suspected violation of law or policy or retaliation involves the Director of the Library, the Library Board President, Library Board Vice-President and Secretary will conduct the investigation, or designate a third party to conduct the investigation.

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.

Responsibility

It shall be the responsibility of the Director to distribute a copy of this policy to all staff, volunteers, trustees, and officers. The Whistleblower Policy will be included with the Trustee Orientation materials.

Trustees and the Director will be trained on this policy and on the Library's prohibition against retaliation in accordance with this policy. All employees, trustees, and officers will receive a copy of this policy and be asked to acknowledge receipt in writing through the use of the form attached as Exhibit A.

Procedure:

As stated above

Approved On: March 17, 2021

Review Date:

EXHIBIT A:

TOWN OF CHESTER LIBRARY

WHISTLEBLOWER POLICY

ACKNOWLEDGEMENT/CERTIFICATION

(Must be completed by Trustees, Officers, and Employees)

I, _____, hereby certify that:

- a. I have received a copy of the Town of Chester Library's Whistleblower Policy (the "Policy");*
- b. I have read and understand the Policy; and*
- c. I agree to comply with the Policy.*

Signature: _____

Date: _____