



Whistleblower Policy

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This Whistleblower Policy of the Livingston Manor Free Library: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Library; (2) specifies that the Library will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The Library encourages complaints, reports or inquiries about illegal practices or serious violations of the Library's policies, including illegal or improper conduct by the Library itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
2. Protection from retaliation. The Library prohibits retaliation by or on behalf of the Library against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Library reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Library Director or President of the Board of Trustees; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any current Trustee. The Library will conduct a prompt, discreet, and objective review or investigation.

Approved by the Board of Trustees