

Katonah Village Library Whistleblower Policy

Article I – Purpose

The Katonah Village Library (KVL) is committed to maintaining an environment where the KVL Board of Trustees, KVL employees and KVL volunteers are free to raise good faith concerns regarding KVL's business, operating and fundraising practices, 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, or other governmental body; and
3. Identifying actual or potential violations of KVL's bylaws and policies.

Article II – Reporting a Violation

Members of KVL Board of Trustees, employees or volunteers should raise concerns with, and report violations to the KVL Board of Trustee President or KVL Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the KVL Board of Trustees. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action by KVL Board of Trustees.

Article III – No Retaliation

1. KVL expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of KVL's policies or bylaws. Any members of KVL Board of Trustees, employees or volunteers who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any members of KVL Board of Trustees, employees and volunteers 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 the KVL Board of Trustees President or KVL director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Board of Trustees.

Article IV – Investigation

1. Reports of suspected violations of law, or KVL's bylaws 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. The KVL 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 KVL Board of Trustees.

2. In the event that a report of a suspected violation of law or policy or retaliation involves the KVL Board President or Director, the KVL Board of Trustees Co-Vice Presidents will conduct the investigation, or designate a third party to conduct the investigation.

Article V – 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.

Approved by the Board of Trustees, April 27, 2015