

## **DEER PARK PUBLIC LIBRARY WHISTLEBLOWER POLICY**

### **ARTICLE I -- Purpose**

Deer Park Public Library (DPPL) is committed to maintaining an environment where any DPPL officers, employees and volunteers are free to raise good faith concerns regarding the DPPL business practices, including but not limited to:

1. Reporting suspected wrongful conduct; and
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body.

### **ARTICLE II -- Definition**

"Wrongful conduct" means any action by a Library officer or employee

- a. That is undertaken by the director, a trustee (officers) or a Library employee, whether or not the action is within the scope of the employee's employment; and
- b. That (i) is in violation of any federal, state or local law or written Library policy, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety, or (iv) is illegal or fraudulent.

"Wrongful conduct" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions or reprimands unless such action meets the definition of wrongful conduct as defined above.

### **ARTICLE III -- Reporting a Violation**

DPPL officers, employees and volunteers should raise concerns with, and report suspected wrongful conduct to the DPPL President or 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 of DPPL. 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.

### **ARTICLE IV -- No Retaliation**

1. DPPL expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any officer, employee or volunteer who raises suspected wrongful conduct or cooperates in inquiries or investigations. Any DPPL Trustee, officer or any DPPL employee or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any DPPL officers, employees or volunteers who believes that they have been subjected to any form of retaliation as a result of reporting a suspected wrongful conduct should immediately report the retaliation to the DPPL President or 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 V -- Investigation**

1. Reports of suspected wrongful conduct and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The DPPL 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 Board of Trustees.

2. In the event that a report of a suspected wrongful conduct or retaliation involves the DPPL President or Director, the Board of Trustees will conduct the investigation, or designate a third party to conduct the investigation.

**ARTICLE VI -- 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.

**ARTICLE VII – Dissemination**

The Director shall disseminate copies of this policy to all officers, employees of the library as well as volunteers who provide substantial services to the Library. Such officers, employees and volunteers shall be provided with an opportunity to review the policy and ask questions about the policy.

Reviewed by counsel, approved by the  
Board of Trustees February 22, 2017