

Whistleblower Policy

Southeastern NY Library Resources Council Whistleblower Policy	Approved by the Board of Trustees: 1/19/2017 Revised 3/19/2020
Position(s) responsible for Compliance: Executive Director, Board	To be reviewed: Annually

No director, officer, employee or volunteer of the corporation who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence.

The president of the board shall be designated to administer the whistleblower policy and to report to the board regarding reports and resolutions.

Procedure

How to report:

Any person suspecting violations or suspected violations of laws or corporate policies, including procedures for preserving the confidentiality of reported information, criminal activity, fraud, or misuse of corporate resources and authority, may make a report to any officer of the corporation, or to any board of trustees member.

How to respond:

Any officer of the corporation or board member receiving such a report shall deliver it in writing to the President of the board within 24 hours. The President of the board shall then direct further action and investigation as appropriate, including, as needed, the involvement of law enforcement or a retained investigator.

To the greatest extent possible, the response and investigation shall respect the confidentiality of the reporter.

It shall be the goal of any investigation to resolve the report and conclude any corrective action within sixty days. This deadline may be extended by the President for good cause.

Integrity of the process

Directors who are employees may not participate in any board or committee deliberations or voting relating to administration of the whistleblower policy, and any person who is the subject of a

whistleblower complaint may not be present at nor participate in board or committee deliberations or vote on the matter relating to such complaint; however, nothing in this subparagraph shall prohibit the board or committee from requesting that the person who is subject to the complaint present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting relating thereto.

Awareness

A copy of this policy must be distributed to all directors, officers, employees and to volunteers who provide substantial services to the corporation.

To the greatest extent possible, Southeastern shall use posting the policy on the corporation's website or at the corporation's offices in a conspicuous location accessible to employees and volunteers to satisfy the distribution requirement.