

## Whistleblower Policy

### Preamble

The New Milford Public Library (Personnel Policy/Code of Ethics) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is expected that employees and representatives of the organization will comply with all laws and regulations relevant to the organization.

### Reporting Responsibility

It is the responsibility of the director, officers and employees to comply with this (Personnel Policy/Code of Ethics) and to report violations or suspected violations in accordance with this Whistleblower Policy.

### No Retaliation

No director, officer, or employee who in good faith reports a violation of this (Policy/Code) shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

### Making a Report

If an employee suspects illegal conduct or conduct involving the misuse of Library assets or in violation of the law, he or she may report it, anonymously if the employee wishes, and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith. Employees can make a report to any of the following Library officers and executives at any time: Library Director, Board President, Board Vice-President, Personnel Committee Chair.

### Illustrative Types of Concern

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the Library's Conflict of Interest Policy
- Misappropriation or misuse of library resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Supplying false or misleading information on the library's financial or other public documents
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding in violation of federal or state laws or regulations
- Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature.
- Using either epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability.
- Discriminating against an employee or potential employee due to a person's race, color, religion, sex, sexual orientation, national origin, age, physical or mental impairment, or veteran status
- Facilitating or concealing any of the above or similar actions.

Baseless Allegations

Baseless allegations are those that are made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by the Library and/or legal claims by individuals accused of such conduct.

*Approved by the New Milford Library Board of Trustees 12/20/2023*