

The Gloversville Public Library requires its trustees, officers, employees, and volunteers to operate in compliance with all applicable laws, rules, regulations, and library policies. This policy provides an avenue for all trustees, officers, employees, or volunteers to report any known or suspected action in violation of this requirement without fear of intimidation, harassment, discrimination, retaliation, or adverse employment consequences.

Reporting

Employees, trustees, officers, and volunteers must report a reasonable belief, including but not limited to, that:

- a policy, practice, or activity of the library, including actions by its employees, trustees, officers, or volunteers, is in violation of applicable law and/or existing Library policies
- an action taken on behalf of the library is in violation of the law and/or existing Library policies
- an individual or entity with which the Library has a business relationship has, in the course of that relationship, violated applicable law

The written report should be given to either the Library Director or the President of the Board of Trustees. If the concerns are with or about either of these parties the report should be given to any member of the Board of Trustees.

No Retaliation

The Gloversville Public Library expressly prohibits any form of harassment, intimidation, adverse employee action, or any other form of retaliation against any trustee, officer, employee, or volunteer who:

- raises suspected violations of law
- cooperates in inquires, investigations, or proceedings
- reports suspected violations of GPL policies or bylaws

Any trustee, officer, employee, or volunteer who believes 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 to the Library Director or the President of the Board of Trustees. If the concerns are with or about either of these parties the report should be given to any member of the Board of Trustees.

Any trustee, officer, employee, or volunteer who, in the Board of Trustees' assessment, has been found to engage in any form of retaliation will be subject to discipline, up to and including termination or removal.

Confidentiality

Reports of violations or suspected violations may be reported on a confidential basis or may be submitted anonymously. All reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Investigation

All reports will be presented to the Board of Trustees at the next scheduled meeting of the Board and investigated promptly. An appropriate investigation will be conducted by a designee of the Board, or legal counsel if deemed appropriate. The results of the investigation will be presented to the Board of Trustees, which will take action on the report, if necessary. A report summarizing the investigation and actions taken will be given to the concerned individual(s).

A copy of this policy will be included in the Employee Handbook.

Adopted: February 16, 2010

Revised: May 15, 2018

Revised: July 20, 2021