

Raquette Lake Free Library
WHISTLEBLOWER POLICY

The Raquette Lake Free Library (“RLFL”) shall investigate any suspected fraudulent or dishonest use or misuse of RLFL’s resources or property and report any findings of fraud or misuse of property to law enforcement immediately.

Definitions

Fraudulent or Dishonest Conduct: Action or failure to act with the intention of obtaining an unauthorized benefit, including, but not limited to:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of files
- Fraudulent financial reporting
- Misappropriation or misuse of 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
- Theft at the Point of Sale

Whistleblower: An RLFL employee, consultant, volunteer or patron, who informs the RLFL through the process described below, of an activity relating to the RLFL that the person believes to be fraudulent or dishonest.

Reporting

Any concern about actual or potential fraudulent or dishonest conduct shall be reported either to the RLFL Library Director or to a Trustee.

The Library Director or Trustee shall report any actual or potential fraudulent or dishonest conduct to the President of the Raquette Lake free Library Board of Trustees, or to another Board Member, who in turn will immediately inform the RLFL Board as a whole. The Library Board shall address the issue at its next board meeting (in the appropriate venue, which may be in executive session).

Any person reporting, receiving or knowing of a report shall take reasonable care to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person’s legal rights

Investigations

Upon receiving a report of actual or potential fraudulent or dishonest conduct, the RLFL Board of Trustees shall review and analyze the report, and shall document the receipt, retention, investigation, and outcome of the report. The RLFL Board of Trustees shall take appropriate corrective action, if necessary, and if possible.

At its discretion, the RLFL Board of Trustees' review and analysis of the report may rely in whole or in part an investigation by independent persons such as, but not limited to, auditors and/or attorneys.

Most importantly, the RLFL Board of Trustees shall report any formal finding of fraud or misuse of property to law enforcement within 10 days of Board approved finding.

Whistleblower Protections

The Raquette Lake Free Library shall use its best efforts to protect Whistleblowers against retaliation. Whistleblowing reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that Whistleblower reports will be shared only with those who have a need to know in order for RLFL to conduct an effective investigation and determine what action to take, and in appropriate cases, to cooperate with law enforcement personnel.

Neither the RLFL nor any Board Member, employee, consultant, volunteer or patron may retaliate against a Whistleblower for a report of fraudulent or dishonest conduct. Prohibited retaliation includes, but is not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written (incident) report with the President of the Board. The RLFL Board of Trustees shall promptly investigate any report of retaliation and take any appropriate corrective measures when possible.