



**RICHMOND MEMORIAL LIBRARY**  
*"Your Community Connection"*

---

19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

## **Whistleblower Policy**

No volunteer, employee, director, or trustee of the Richmond Memorial Library who, in good faith, questions or reports an action or suspected action taken by or within the library that is illegal, fraudulent, or in violation of library policy shall suffer adverse employment consequence, intimidation, harassment, discrimination, or other retaliation for questioning or reporting the action.

Individuals may question or report to the Library Director through conversation or in writing. When it would be inappropriate to question or report to the Library Director, individuals may question or report to a Trustee of the Richmond Memorial Library through conversation or in writing. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly. The Library Director or the Board of Trustees 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 Library Board of Trustees.

Upon adoption, copies of this policy will be posted in the staff workroom, the policy binders, the Using our Library section of our public website, and to the internal staff blog. This Whistleblower Policy shall not apply to allegations made with reckless disregard for accuracy.

Adopted by:  
Richmond Memorial Library Board of Trustees  
January 12, 2015