

**Fort Edward Free Library
Policy Manual
Employee Protection/
Whistleblower Policy**

The Fort Edward Free Library Board of Trustees recognizes that employees have an important role to play in assuring that the Library is operated in accordance with the law and the Library's policies, and therefore adopts the Whistleblower Policy to protect an employee who reports in good faith a reasonable belief that applicable law, or Library policy, is being violated.

In order to be protected under this policy, an employee must report a reasonable belief that

- a) A policy, practice or activity of the Library is in violation of applicable law;
- b) An action taken on behalf of the Library is in violation of existing Library policy;
- c) An individual or entity with which the Library has a business relationship has, in the course of that relationship, violated applicable law.

The report must be in writing, and directed to the Director and the Board President; the report may also be provided to any other member of the Board.

The Library will investigate the report, and take such action as may be appropriate with respect to the subject of the report; the Library will inform the employee of the action taken, to the extent that it can do so.

The Library will not take adverse action against the employee based on the report, or on objectively reasonable follow-up activities undertaken by the employee in good faith, so long as the employee filed the report and allowed the Library a reasonable period to investigate and take action before initiating such follow-up activities.

Adopted: January 14, 2015