



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Whistleblower Policy and Procedures

Adopted January 2025

Officer Responsible for Compliance: Board President

The Henrietta Public Library (the “Library”) shall use this Whistleblower Policy and Procedures to ensure compliant and optimal stewardship of organizational resources.

A copy of this policy shall be distributed to all directors, officers, employees and to volunteers who provide substantial services to the Library and maintained on the Library’s website.

Retaliation Prohibited

This Policy is in place to protect the integrity and resources of the Library. Retaliation for good-faith reporting under this policy is absolutely forbidden. To the degree possible, the identity of reporters shall be kept confidential.

No director, officer, employee or volunteer of a corporation who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence.

Reporting Procedure

Violations or suspected violations of laws or corporate policies may be submitted to either the Board Secretary, President, or, if there is a concern that the President or Secretary may have a conflict of interest or bias in handling the matter, the legal counsel for the Library.

Handling a Report

Any person receiving a report under this policy shall preserve the confidentiality of reported information.

Any investigation or response under this policy shall be crafted to maintain the confidentiality of the identity of the reporter, to the extent that can be done while ensuring an effective investigation.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Any report under this policy shall be reported to the Executive Committee, which shall arrange an investigation as warranted, shall ensure the investigator generates and submits to the Board a final report on findings, and shall see to a vote of the Board on any final resolution.

A final resolution must be reached within 90 days of receiving a report, unless the Board votes to extend the time.

Resolving a Report

The Executive Committee shall receive a final report based on the response the Committee authorized and shall vote on the final resolution of the complaint.

For example, a complaint that reported suspected theft of petty cash—if it resulted in a report of no theft but a revelation inadequate cash-handling procedures—might be resolved by revising cash-handling procedures. A report that concluded there was a theft may result in a termination, as well as revised cash-handling procedures.

Any person who is the subject of a whistleblower complaint shall not be present at or participate in Board or Committee deliberations or vote on the matter relating to such complaint, but the Committee may request that a person who is subject to the complaint present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto.