

NEW YORK LIBRARY ASSOCIATION WHISTLEBLOWER POLICY

ARTICLE I -- Purpose

The New York Library Association (NYLA) is committed to maintaining an environment where members of NYLA, the NYLA Executive Committee, NYLA Council, NYLA Chapters, Sections or Roundtables, and any NYLA employees are free to raise good faith concerns regarding the NYLA's business practices, including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
3. Identifying actual or potential violations of the NYLA's bylaws and policies.

ARTICLE II -- Reporting a Violation

Members of NYLA, the NYLA Executive Committee, NYLA Council, NYLA Chapters, Sections or Roundtables, and NYLA employees should raise concerns with, and report violations to the NYLA President or NYLA Executive Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the NYLA Council. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action by NYLA.

ARTICLE III -- No Retaliation

1. NYLA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of NYLA's policies or bylaws. Any members of NYLA, the NYLA Executive Committee, NYLA Council, NYLA Chapters, Sections or Roundtables, and any NYLA employee who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any members of NYLA, the NYLA Executive Committee, NYLA Council, NYLA Chapters, Sections or Roundtables, and any NYLA employees who believes that 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 NYLA President or NYLA Executive Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the NYLA Council.

ARTICLE IV -- Investigation

1. Reports of suspected violations of law, or NYLA's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The NYLA President or Executive Director 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 NYLA Executive Committee.

2. In the event that a report of a suspected violation of law or policy or retaliation involves the NYLA President or Executive Director, the NYLA President Elect and Immediate Past President will conduct the investigation, or designate a third party to conduct the investigation.

ARTICLE V -- Confidentiality

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