



## Whistleblower Policy

If any employee, trustee or volunteer reasonably believes that some policy, practice or activity of the Utica Public Library is in violation of law, a written complaint must be filed ~~by that employee~~ with the ~~Executive~~ Director, or should the complaint involve the ~~Executive~~ Director, then the complaint report shall be submitted to the Board President.

It is the intent of the Utica Public Library to adhere to all laws and regulations that apply to the organization. The underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees, trustees and volunteers is necessary to achieving compliance with various laws and regulations.

The Utica Public Library will not retaliate against an individual employee who in good faith has made a protest or raised a complaint against some policy, practice or activity of the Utica Public Library, or of another individual or entity with whom the Utica Public Library—has a business relationship, on the basis of a reasonable belief that the policy, practice or activity is in violation of law.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask the ~~Executive~~ Director, the Board President or the Chair of the Governance Committee questions about this policy.

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Print Name

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~~Employee~~ Signature

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Date

Reviewed and Approved by the UPL Board of Trustees on January 19<sup>th</sup>, 2017  
Amended and Approved by the UPL Board of Trustees on May 28<sup>th</sup>, 2020  
Amended and Approved by the UPL Board of Trustees on May 15, 2025