

# Cincinnati Museum Center

## “Whistle-Blowing” Policy

Cincinnati Museum Center (“Museum Center”) is committed to honest and ethical practices. The Museum Center encourages anyone aware of conduct inconsistent with these standards to report this conduct as outlined by this policy. This document outlines the process to bring concerns to the attention of appropriate Museum Center officials. It is preferred that any acts inconsistent with these standards be brought to the attention of the designated Museum Center staff members. If a person is uncomfortable with reporting a situation to a staff member, that person is encouraged to directly contact the Board of Trustees Governance Committee Chair.

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### Cincinnati Museum Center “Whistle-Blowing” Policy

Museum Center requires employees and volunteers to be honest and ethical in their conduct, comply with applicable policies, laws and regulations, deal fairly with other employees, visitors, volunteers and business associates, and protect and ensure the proper use of Museum Center assets. These expectations are more specifically defined in Museum Center’s personnel and volunteer handbooks.

This Policy is intended to encourage and enable employees and volunteers to make good faith disclosures about any misconduct or suspected misconduct internally, before seeking resolution outside of Museum Center. These concerns may include, but are not limited to:

- Financial impropriety or fraud
- Failure to comply with a legal obligation
- Dangers to health & safety or the environment
- Criminal activity
- Improper conduct or unethical behavior
- Harassment or discrimination
- Violations of civil rights
- Attempts to conceal any of these

This policy is not intended to cover questions about financial or business decisions taken by Museum Center, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

No employee or volunteer who in good faith reports real or perceived misconduct shall suffer harassment, retaliation, or any other adverse consequence as a result of filing the report. Retaliatory actions by any manager, employee or agent of Museum Center are prohibited. Anyone who violates this anti-retaliation policy is subject to disciplinary action up to and including termination.

Reports of misconduct or suspected violations will be kept confidential, to the extent possible, consistent with the need to conduct an adequate investigation. Reports may be submitted anonymously. Museum Center encourages anyone reporting misconduct to put their name to any disclosures they make to facilitate the Museum Center’s ability to investigate the complaint.

Anyone filing a complaint concerning Museum Center related misconduct or suspected misconduct must be acting in good faith. Any employee or volunteer who reports allegations

that prove to have been made maliciously, or with a knowing disregard for the facts, may be subject to appropriate action including dismissal.

Anyone with a good faith concern about Museum Center related misconduct should raise the concern with the Director of Human Resources.

In instances where a person is not satisfied with the response of the Director of Human Resources, or feels uncomfortable about raising the matter with the Director of Human Resources for any reason, that person should raise it with the Vice President of Administration, CFO.

In instances where a person is not satisfied with the response of the Vice President of Administration, CFO or feels uncomfortable about raising the matter with the Vice President of Administration, CFO for any reason, that person should raise it with the Board of Trustees Governance Committee Chair.

This names these staff members and office holders will be kept current on the Museum Center's intranet site and posted in the first floor north and second floor south staff lounges.

Incumbents as of July 11, 2020

Abijita Debata	Senior Director, Human Resources and Payroll	513-287-7046 <a href="mailto:adebata@cincymuseum.org">adebata@cincymuseum.org</a>
Jill Berkemeier	Vice President of Administration and CFO	513-455-7123 <a href="mailto:jberkemeier@cincymuseum.org">jberkemeier@cincymuseum.org</a>
Allison Kropp	Chair, Governance Committee	513-205-0775 <a href="mailto:allisonkropp@gmail.com">allisonkropp@gmail.com</a>

This may be done in person or in writing. Individuals are encouraged to provide as much specific information as possible, including names, dates, places, events that took place, their perception of why the incident(s) may be a violation, and what action they recommend be taken.

Once a concern is reported, it will be looked into carefully to assess what action, if any, should be taken. Depending on the nature of the concern, this may mean an internal inquiry or a more formal investigation. A point of contact will be assigned for the person making the report and that person will be informed of any need to provide further assistance. Cincinnati Museum Center may ask the person making the report how that person thinks his or her concern should best be dealt with. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Any questions about the whistle-blowing policy should be referred to any of the above named individuals, with preference to the Director of Human Resources.

Approved by the Board of Trustees of Cincinnati Museum Center, May 21, 2009.