

# **America's Packard Museum**

## **Whistleblower Policy**

America's Packard Museum requires trustees, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of America's Packard Museum, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that America's Packard Museum can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of America's Packard Museum's code of ethics or suspected violations of law or regulations that govern America's Packard Museum's operations.

### **No Retaliation**

It is contrary to the values of America's Packard Museum for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of America's Packard Museum. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

America's Packard Museum has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Curator, who is also the Compliance Officer. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to America's Packard Museum's Curator, who has the responsibility to investigate all reported complaints. The Curator at America's Packard Museum is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Trustees of all complaints and their resolution and will report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties.

Revised and effective January 20, 2023

