

Introduction

The purpose of the Whistleblower Policy is to provide a way for staff, volunteers, members, and the general public to report complaints about financial practices as well as other matters concerning Cedar Lake Historical Association's (CLHA) activities and operations, including unsafe conditions, discrimination, and harassment. In addition, such a policy helps the organization comply with state and federal laws, ensure problems will be investigated and addressed, and ultimately instill public trust in our ability to be transparent and accountable by signaling to employees, volunteers, board members, and donors that we are open to hearing concerns and complaints.

What is appropriate to report?

Issues that should be reported include: inappropriate financial transactions (i.e. suspected fraud, misuse of funds, etc.), theft, conflicts of interest, unsafe conditions, discrimination, bullying, harassment, and any other inappropriate actions or violations of CLHA's Code of Ethics or suspected violations of laws or regulations that govern CLHA's operations.

How do I file a report?

Staff and volunteers may report directly in person to the Executive Director. The Board of Governors should report to the Board President. If, for any reason, a person finds it difficult to report his or her concerns to such person, they may report the concerns directly to the museum's third-party Consultant, Ted Rita of Heritage Creative Solutions.

A reporting individual (staff, volunteers, members, and general public) may also choose to report a concern by filling out the "Whistleblower Report Form." This form can be found at the Museum at Lassen's Resort/Cedar Lake Historical Association website <https://lassensresort.org/about>. Click on "Complete Whistleblower Report Form." Complete the form and press the "Submit" button. The form can be submitted anonymously, but no follow up with the reporter can be done if submitted anonymously.

A PDF version of the form (available online or at the Museum front desk) also may be filled out and submitted in person.

What can I expect when I make a report?

The reporter (if their report was not submitted anonymously) can expect to be contacted to meet in person with the Executive Director and/or Board President and a third-party witness, to discuss the issue(s).

If not anonymous, the reporting individual will be provided with a resolution once the investigation and addressing the other party are completed. Action will be determined based upon the results of the investigation. The time for this process will vary depending upon the nature of the report, but the reporter can expect to be contacted for an initial discussion within one week.

The results of the investigation as well as actions taken will be communicated in writing to the reporting individual and person(s) against whom the report is made when the investigation is complete.

Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

Who is responsible for the investigation?

The Executive Director and Board President are responsible for the investigation, and they will document all communication on a Whistleblower Report Form. The Executive Director and/or Board President will take notes at any in-person meetings as well as of the investigation process and treatment of the complaint.

What if I am not satisfied with the resolution?

If the reporting person is not satisfied, then the reporter may request to have the matter taken to the Board for further discussion.

Open-Door Policy/Non-Retaliation Protection

Anyone who makes a report in good faith shall not suffer harrassment, retaliation, or adverse consequences for making such a report. Anyone who retaliates against someone who makes a report in good faith will be asked to leave the organization.

Non-retaliation protections do not prevent the Executive Director or Board President from taking action in regards to the person about whom the report was made.

What if someone does not make a report in good faith?

If someone makes a report that is not in good faith (i.e. baseless/false allegations), they will receive a "first and final" warning. If it happens again, they will be asked to leave the organization.

Where can I find the Whistleblower Policy, responsible party contact information, and Report Form?

Contact information for the Executive Director and Board President will be posted with this Whistleblower Policy and the Whistleblower Report Form at <https://lassensresort.org/about>.

The Whistleblower Policy will be communicated to new staff, volunteers, and board members upon their joining the organization and shall be shared annually with any updates via email communication. The Whistleblower Policy also will be included in Volunteer and Board orientation manuals. A physical copy of the Whistleblower Report Form also may be obtained at the Museum front desk.