

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 our 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.

## **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.

## **You may submit this form in-person at the museum or mail it to:**

Physical: 7408 Constitution Avenue, Cedar Lake, IN 46303

*Please note: The museum is closed November through April each year.*

Mailing: P.O. Box 421, Cedar Lake, IN 46303

Museum Phone: (219) 390-9423

Museum Email: [museum@lassensresort.org](mailto:museum@lassensresort.org)

Executive Director: Julie Zasada

Board President: Jennifer Russell

## **Please fill out the following pages to make a report.**

# Cedar Lake Historical Association Whistleblower Report Form

## Optional Information:

Name – This is required if you wish to be contacted to discuss your report.

Email and/or phone number – This is required if you wish to be contacted to discuss your report.

If you wish to be contacted, what is your preferred method of contact?  Phone  Email

If you selected that you wish to be contacted by phone, what days and times are best to reach you?

What is your relationship with the Cedar Lake Historical Association and/or The Museum at Lassen's Resort? Choose all that apply:

Board Member

Volunteer

Paid Staff

Consultant (paid)

Consultant (volunteer)

Museum Member

Visitor

General Public

Donor

Other: \_\_\_\_\_

**Concern:** Please describe the situation causing concern.

**Ethics:** Is the observed issue a violation of our Code of Ethics? If so, please describe the specific violation.

*Continues on next page...*

**Impact:** Describe the impact the situation had on you or someone else (including the general public).

**Suggestions for Future:** Describe how the situation could be resolved or handled differently to avoid the impact previously described.

**Is there anything else we should know or consider?**

For use at in-person meeting:

Notes:

Reporting Party's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Museum Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Third-Party Witness's Signature: \_\_\_\_\_

Date: \_\_\_\_\_