**Indiana State Museum and Historic Sites**

**Whistleblower Policy**

December 14, 2022

**Introduction**

The purpose of the Whistleblower Policy is to provide a way for staff, volunteers or the general public who believe inappropriate financial transactions, harassment or discrimination are occurring within the Indiana State Museum and Historic Sites (ISMHS) to report such action to those in authority and be protected for doing so.

**Appropriate Information to Report**

Any information regarding suspected theft, fraud, other misuse of ISMHS funds, harassment, discrimination or other such misconduct should be reported. Reporting personnel issues is not appropriate through this means unless the report is regarding harassment or discrimination that can’t be brought to a supervisor’s or human resource’s attention for fear of reprisal. This would include, but not be limited to, hiring, termination, promotion, compensation, or supervisory related issues.

**How to File a Report**

Go to the Indiana Office of the Inspector General’s website at <https://www.in.gov/ig/hotline/>. Click on “Complete Hotline 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.

**What to Expect When You Make a Report**

The Office of the Inspector General will review the reported information and will conduct an investigation. Subsequent action will be determined by the results of the investigation.

**Posting of Whistleblower Reporting Information**

The whistleblower contact information shall be posted on the ISMHS intranet used by staff. The policy shall be verbally communicated to all employees upon hiring and shared annually through electronic communication and/or at an all-staff meeting. The policy shall be shared with the ISMHS board of directors annually. The policy will also be posted to the ISMHS website.

Originally approved by the board in 2009.

Rewritten and board approved - December 14, 2022.