

Historical Museum at Fort Missoula Whistleblower Policy

General

The trustees, officers, and employees of the Historical Museum at Fort Missoula, an entity of Missoula County, are expected to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. Honesty and integrity must guide the activities of the representatives of the Historical Museum in the general conduct of museum affairs and in compliance with applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all trustees, officers and employees to report suspected violations of ethical conduct or ethical business practices in accordance with this Whistleblower Policy.

No Retaliation

No trustee, officer or employee who in good faith reports such a violation shall suffer harassment, retaliation or adverse employment consequence. 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. Any director who attempts to retaliate against an employee, fellow trustee, or volunteer may be subject to removal for cause. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Historical Museum at Fort Missoula prior to seeking resolution outside the organization.

Reporting Violations

The Historical Museum at Fort Missoula has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is best positioned to address these concerns. However, in the absence of sufficient rapport with one's supervisor or if the supervisor's response is considered inadequate, the Missoula County Human Resources Department is available for consultation on personnel related matters. Situations concerning possible violations of ethical standards, business practices, or fraud must be reported to the Missoula County Auditor who has the responsibility to investigate such violations.

Missoula County Auditor

The Missoula County Auditor is responsible for investigating and resolving allegations of fraud and violations of ethical standards, and has the discretion to advise the Board of Trustees of the Historical Museum at Fort Missoula and the Missoula County Board of County Commissioners of any investigative findings.

Acting in Good Faith

Complaints concerning a violation or suspected violation must be made in good faith and be based on a reasonable evaluation of existing evidence and circumstances. Malicious allegations or those known to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Missoula County Auditor will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy Approved by the Historical Museum at Fort Missoula Board of Trustees on November 17, 2008.