

## **THE CHILDREN'S MUSEUM WHISTLEBLOWER POLICY**

Section 1. It is the policy of The Children's Museum (the "Corporation") to encourage the reporting of malfeasance. Such malfeasance includes corruption, unethical practices, violation of law, gross waste or misappropriation of funds or property, abuse of authority or charitable status, neglect of fiduciary duty, or danger to the public safety that involves the Corporation and (1) its officers, members of the board of trustees, or members of any committee established by the board of trustees; (2) its employees and (3) its consultants or others providing or seeking to provide services for hire to the Museum.

Section 2. The Corporation, its trustees, officers, employees and agents shall not take or threaten to take any retaliatory action or interfere in any way with respect to any person who in good faith and with reasonable cause reports a complaint of malfeasance in accordance with this policy. Such retaliatory action or interference includes firing, demotion, suspension, non-consideration for promotion, loss of compensation or benefits, interference with contract, defamation or other discrimination. Any employee of the Corporation who engages in such retaliation or interference, or willfully makes allegations of malfeasance that he or she knows to be false, will be subject to disciplinary action.

Section 3. For purposes of this policy:

- (a) Complaints of malfeasance shall be delivered by mail, clearly marked as confidential, to the attention of the complainant's supervisor, the President or the Chairperson of the Audit Committee of the Board of Trustees of the Corporation at the principal offices of the Corporation. In the event of delivery to a supervisor or the President such recipient shall promptly deliver the complaint to the Chairperson of the Audit Committee. Such complaints shall be in the form of a written statement providing factual information supporting the complaint and preferably signed with the verifiable name, address and telephone number of the complainant. Anonymous complaints, however, will be investigated by the Chairperson of the Audit Committee to the extent possible. The Chairperson of the Audit Committee shall promptly provide written acknowledgement of the complaint, including notice of the confidentiality provisions of subsection (d) of Section of this policy.
- (b) The Audit Committee shall promptly investigate the reported complaint, provided that any person who is the subject of such complaint shall not participate in the investigation on behalf of the Corporation. Within sixty days following receipt of the complaint, the Audit Committee shall complete its investigation and report its written findings and recommendations to the Board of Trustees, provided that complaints that may reasonably be believed to involve criminal activity shall be reported immediately to the proper law enforcement authority.

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WHISTLEBLOWER POLICY**

- (c) Within thirty days following receipt of the report of findings and recommendations, the Board of Trustees shall decide such action as may be warranted provided that any member of the Board of Trustees who is the subject of the complaint shall not participate in the decision.
- (d) The Audit Committee, Board of Trustees and any employee or agent of the Board of Trustees shall not, after receipt of a complaint of malfeasance in accordance with this policy disclose, (1) the identity of the complainant without the written consent of such person; or (2) the complaint and records of any investigation except as required by law.

Section 4. Complaints of retaliation prohibited under this policy shall be delivered by mail, clearly marked as confidential, to the attention of the Chairperson of the Audit Committee of the Board of Trustees of the Corporation at the principal offices of the Corporation within fifteen days after the complainant becomes aware of such alleged retaliation. Such complaints shall be in the form provided under and investigated in accordance with Section 3 of this policy.

Section 5. The Board of Trustees shall make reasonable efforts to publicize this policy. The Audit Committee shall annually review this policy.