



## **Whistle-Blower Protection**

The New Mexico Holocaust Museum and Gellert Center for Education (NMHM) has established procedures for the confidential or anonymous receipt, retention and treatment of complaints received from employees regarding accounting, internal accounting controls or auditing matters.

### **Employee Concerns and Complaints**

Each director and employee of NMHM has the individual responsibility to report complaints or concerns outlined above to the Executive Director or the Executive Committee, if applicable, promptly and as soon as is practicable.

### **Protection against Retaliation**

NMHM is committed to the policy that no one will be subject to retaliation because of a good faith report of a concern or complaint regarding matters outlined above. This policy extends to discrimination against employees in any of the terms and conditions of their employment, including but not limited to job assignment, promotion, compensation, training, discipline and termination, because of a good faith report.

### **Submission of Concerns and Complaints by Interested Parties Other than Employees**

Submission of concerns and complaints may be submitted by individuals not employed by the NMHM ("Interested Parties"). Interested Parties may communicate concerns and complaints by regular mail sent to:

Executive Committee (Confidential)

NMHM

PO Box 1762

Albuquerque, NM 87103-1762

### **Treatment of Concerns and Complaints**

Upon receipt of a concern or complaint, from whatever source, the Executive Committee will, if possible, acknowledge receipt of the concern or complaint to the person who submitted the matter.

### **Investigations of Concern and Complaints**

The Executive Committee will investigate any report regarding concerns and complaints 1) on its own; 2) with the assistance of any employee it deems appropriate; 3) with outside counsel; or 4) with an outside party, auditor or other consultant it deems appropriate.

Confidentiality will be maintained to the extent possible, consistent with applicable laws and policies. The need to conduct an adequate investigation may preclude this in order to determine resolution of the matter or corrective action.

Corrective Action. If the investigation of the concern or complaint indicates that a violation of law, regulations or policy has occurred, the Executive Committee will present the findings of the investigation to the Executive Director who will determine appropriate disciplinary measures or other corrective action. The Executive Director shall inform the Executive Committee of his or her decision regarding disciplinary measures or corrective action prior to implementing such measures. The Executive Committee may confer with the Executive Director regarding the appropriateness of the disciplinary measures or corrective measures proposed.

If the Executive Committee's investigation indicates that the Executive Director has violated law, regulations, or policy, the Committee will determine appropriate disciplinary measures or other corrective action.

### **Reporting and Retention of Matters and Investigations**

The Executive Committee will maintain a record of all concerns and complaints. The Committee shall track the receipt, investigation, and resolution of all such concerns and complaints. Copies of records relating to concerns and complaint received will be maintained in accordance with the museum's records retention policy.

Adopted by the Board of Trustees this 15th day of January, 2020.

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Secretary