

**WHISTLEBLOWER  
POLICY  
of the**



**RAILROAD MUSEUM OF  
LONG ISLAND**

**ADOPTED 5/14/2019**

## **I. Whistleblower Policy**

- 1.1 The Railroad Museum of Long Island adheres to Whistleblower Policies under the Nonprofit Revitalization Act of 2013 instituted by the New York State Attorney General's Office - Charities Bureau.
- 1.2 Any person may report suspected improper conduct, including but not limited to financial wrongdoing, such as internal and external financial controls, accounting policies, and policies prohibiting fraud, theft, embezzlement, bribery, kickbacks, and abuse or misuse of corporate assets; conflict of interest policies; policies addressing unethical conduct; and harassment and discrimination policies.
- 1.3 Persons within the organization are encouraged to come forth with credible information on illegal practices or violations of adopted policies of the Museum. The Museum will protect the person(s) from retaliation and identifies the Vice President as the official to whom such information may be reported.

## **II. Procedure for Reporting Violations**

- 2.1 All allegations will be reported to the Vice President via phone or by email. If the identity of the person is known, it will be kept confidential.
- 2.2 The Vice President will interview the whistleblower and obtain all pertinent facts regarding the violation or suspected violations of laws or corporate policies. The Vice President shall incorporate procedures for maintaining the confidentiality of the whistleblower, the reported information, and the tracking and reporting on results of whistleblower investigations.
- 2.3 The Railroad Museum of Long Island ensures that the person(s), who in Good Faith, reports any action or suspected action taken by or within the RMLI

that is illegal, fraudulent, or in violation of legally required policies of the RMLI shall not suffer intimidation, harassment, discrimination, or other retaliation.

- 2.4 The Vice President will determine if an investigation is warranted. The Vice President and the appropriate trustees will be responsible to investigate the complaint. Results of the investigation and the steps implemented to correct the violation will be reported to the Board of Trustees in Executive Session during the monthly meeting. All visitors attending the meeting will be excused and remanded to a designated area until the Vice President's report is finished.

### **III. "Good Faith" Defined**

- 3.1 A Good Faith report is one which the whistleblower reasonably believes to be true, and reasonably believes to constitute illegal conduct, fraud, or a violation of an organization's policy. The Good Faith requirement focuses on the existence of the violation or suspected violation, and not necessarily on the motives of the whistleblower in bringing it to the attention of the organization.
- 3.2 This Whistleblower Policy does not provide immunity to a whistleblower who is found to have participated or has been complicit in the violation or suspected violation that is the subject of his or her report and/or subsequent investigation.