
Air Force Armament Museum Foundation
17 June 2025

Subject: Whistleblower w/Attached Complainant Form

Purpose: The Air Force Armament Museum Foundation, Inc. requires directors, officers, employees, and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of The Air Force Armament Museum Foundation, Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1) Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that The Air Force Armament Museum Foundation, Inc. can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees, and staff to report concerns regarding violations of The Air Force Armament Museum Foundation, Inc. or suspected violations of laws or regulations that govern The Air Force Armament Museum Foundation, Inc.

2) No Retaliation: It is contrary to the values of The Air Force Armament Museum Foundation, Inc. for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Air Force Armament Museum Foundation, Inc. An employee or other Foundation member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or Foundation membership.

3) Reporting Procedure: The Air Force Armament Museum Foundation, Inc. has an open-door policy and suggests that employees and other Foundation members share questions, concerns, suggestions, and/or complaints with their supervisor or other Foundation member(s). Those not comfortable raising an issue or dissatisfied with the response should consult the President or Vice President of the Board of Directors. The Foundation leadership is required to report complaints or concerns about suspected ethical and legal violations in writing to The Air Force Armament Museum Foundation Board of Directors via the Foundation Director of Operations. Employees with concerns or complaints may also submit concerns in writing directly to their supervisor, the Director of Operations, or the Board President/Vice President.

4) Compliance Officer: The Air Force Armament Museum Foundation, Inc. The Director of Operations is responsible for ensuring all complaints about unethical or illegal conduct are investigated and resolved. The Director of Operations will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board President on compliance activity relating to accounting or alleged financial improprieties, as well as other ethical violations.

5) Accounting and Auditing Matters: The Air Force Armament Museum Foundation, Inc. Director of Operations shall immediately notify the Foundation Treasurer or Foundation President of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

6) Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

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

8) Handling of Reported Violations

The Air Force Armament Museum Foundation, Inc. Director of Operations will acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken as warranted by the investigation.

Compliance Officer: The Foundation Director of Operations is designated the Foundation Compliance Officer. Depending on the source and nature of a whistleblower complaint, the Board President may appoint a Board member or identify a third party (with Board approval) to oversee, investigate, and respond to a complaint.

The Air Force Armament Museum Foundation Compliance Officer is:

Tricia Flaherty, Foundation Director of Operations
usafamf@gmail.com
(850) 651-1808

This policy remains in effect until superseded or no longer required.

Signed.

Ed Hubbard
The Air Force Armament Museum Foundation, Inc. Board President

The Air Force Armament Museum Foundation, Inc. Whistleblower Reporting Form

Please provide the following details for any suspected Misconduct and submit them directly to the Whistleblowing Committee (WBC). Please note that you may be called upon to assist in the investigation, if required.

Whistleblower's Contact Information

Name:

Contact Number:

Email Address:

Suspect's Information

Name:

Functional Title:

Division & Department (where applicable):

Contact Number:

Email Address:

Witness(es) Information (if any)

Name (1):

Division & Department
(where applicable):

Contact Number:

Email Address:

Name (2):

Division & Department:

Contact Number:

Email Address:

Complaint:

Briefly describe the Misconduct and how you know about it. Specify what, who, when, where, and how. If there is more than one allegation, number each allegation and use as many pages as necessary.

1) What was the Misconduct which had occurred?

2) Who had committed the Misconduct?

3) When did it happen and when did you notice it?

4) Where did it happen?

5) Is there any evidence that you could provide?

6) Are there any other parties involved other than the suspect stated above?		
7) Do you have any other details or information which would assist us in the investigation?		
8) Any other comments		
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Date:	Signature:	

For Whistleblowing Committee Use	Complaint No.
Received By:	Received On:
Acknowledgement Sent On:	
Investigation Required (Yes/No)? (If no, please state the reason)	
Investigation To Be Accomplished By:	
Investigation Results:	
Action Taken/Conclusion:	
Signed Off By:	
