



## Whistleblower Protection Policy

Date Adopted: June 16, 2011

**Crafton Hills College Foundation** (“the Foundation”) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees, board members, officers and others to raise concerns internally so that the Foundation can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns and provide the Foundation the opportunity to investigate and correct the alleged unlawful or unethical activity.

### No Retaliation

It is contrary to the values of the Foundation for anyone to retaliate against any board member, officer, Foundation/College/SBCCD employee or volunteer who, in good faith, reports a suspected violation of law, or suspected fraud or theft. The Foundation will not retaliate against anyone who discloses, or threatens to disclose, any activity, policy or practice of the Foundation that said person reasonably believes is in violation of a law, rule, or regulation.

### Reporting Procedure

The Foundation has an open door policy and suggests that anyone share his/her questions, concerns, suggestions or complaints with the Foundation President or the Foundation Chief Financial Officer.

### Accounting and Auditing Matters

The Foundation President or Foundation Chief Financial Officer shall immediately notify the Foundation’s audit/finance committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing, and shall work with the Foundation’s audit/finance committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

*Signature* \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_