

Pasadena City College Foundation, Inc.
Whistleblower Policy

Approved by Executive Committee on August 27, 2009
Ratified by Foundation Board on September 22, 2009

General

The Pasadena City College Foundation (the "Foundation") requires directors, officers, board members, volunteers, and college employees 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

It is the responsibility of all directors, officers, board members, volunteers, and college employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, board member, volunteer or college employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable interested individuals to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.

Reporting Violations

The Foundation has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the college Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Foundation's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Foundation's open door policy, individuals should contact the Foundation's Compliance Officer directly.

Compliance Officer

For any fiscal year, the Foundation's Compliance Officer is the chair of the previous year's audit committee. The Foundation's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall

advise the Dean, President and/or the audit committee. The Compliance Officer is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a 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.

Confidentiality

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

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer (for FY 2009-2010):

Mr. Mark Ladesich
Pasadena City College Foundation
1570 E. Colorado Blvd., Room D203
Pasadena, CA 91106

Pasadena City College Foundation Management Staff (for FY 2009-2010):

Mrs. Elaine Chapman
Acting Foundation Executive Director
Pasadena City College
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