

WHISTLEBLOWER POLICY

The West Valley-Mission Community College Foundation (the “Foundation”), as a non-profit organization with 501(c)(3) tax-exempt status requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Purpose

The purpose of this policy is to encourage and enable stakeholders affiliated with the Foundation to report any action or suspected action taken within the Foundation that is illegal, fraudulent or in violation of any adopted policy of the Foundation or the West Valley-Mission Community College District (the “District”). This policy serves to supplement, not supersede whistleblower policies for employees of the District as outlined in BP 7700 and AP 7700.

Reporting

It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy. Matters that should be reported include anything that **(1)** is in violation of any state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, **(2)** is economically wasteful, or involves gross misconduct, incompetency, or inefficiency, or **(3)** would cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public.

Directors, Officers, and Employees are encouraged to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Foundation’s Associate Vice Chancellor of Advancement is in the best position to address an area of concern. However, if you are not comfortable speaking with the Associate Vice Chancellor of Advancement or you are not satisfied with the response given, you are encouraged to contact the West Valley-Mission Community College District Chancellor or the Chair of the Foundation Board of Directors.

Anyone making a report under this policy must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

No Retaliation

No director, officer, or employee who in good faith refuses to participate in illegal or fraudulent activities or reports a violation of adopted policy shall suffer harassment, retaliation, or adverse employment consequences.

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.

Investigation

All reports of violations or suspected violations will be promptly reviewed and investigated in a fair, timely, and confidential manner by the appropriate Foundation or District authority. The Foundation will take appropriate corrective action if warranted by the investigation.