

California State University Alumni Council Whistleblower Protection for California State University Employeesⁱ

General

The California State University Alumni Council (“Alumni Council”) Code of Conduct (“Code”) requires members of the Board to observe high standards of business ethics in the conduct of their duties and responsibilities. Likewise, University employees serving the Alumni Council, must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of University employees working on behalf of the Alumni Council to comply with all applicable laws and regulations and to report violations or suspected violations in accordance with the University’s Whistleblower Procedureⁱⁱ.

No Retaliation

No University employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. A University employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The California Whistleblower Protection Act is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.

Reporting Violations

University employees should 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 anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations to the University’s Compliance Officerⁱⁱⁱ, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with speaking with a supervisor or other manager, individuals should contact the University’s Compliance Officer directly.

Accounting and Auditing Matters

The University Compliance Officer shall immediately notify the CSU Foundation Audit Committee Chair of any concerns or complaints regarding corporate accounting practices, internal control or auditing and work with the Audit 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

Reports of violations or suspected violations will be kept confidential to the extent possible under California law and consistent with the need to conduct an adequate investigation. University employees are advised such records may be requested and released under public records laws.

Handling of Reported Violations

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

Additional information regarding the California State University whistleblower protection and the California Whistleblower Act may be found at http://intranet.calstate.edu/hrs/policies/policies_whistleblower.asp

Reviewed and signed by:

Employee

Date

Approved: October 24, 2009

Last revised: April 4, 2011

ⁱ Procedures based on the Whistleblower Policy developed by National Council of Nonprofit Associations, www.ncna.org, Copyright 2004.

ⁱⁱ Executive Order 822

ⁱⁱⁱ Kristy Hawman, Interim Director, Human Resource Services, Office of the Chancellor