

Farmingdale College Foundation

Whistleblower Policy

The Farmingdale College Foundation requires directors, officers and employees to adhere to the highest ethical standards both personally and professionally. Employees and representatives of the Foundation will practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees 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 about violations of the Foundation's code of ethics or suspected violations of law or regulations that govern Foundation operations.

No Retaliation

The Farmingdale College Foundation will not 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 Foundation. 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.

Reporting Procedures

The Farmingdale College Foundation has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If employees are not comfortable speaking with their supervisor or they are not satisfied with the supervisor's response, they are encouraged to speak with the Vice President, Executive Director or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Chair of the Audit Committee who has the responsibility to investigate all reported complaints.

Compliance Officer

The Director of Human Resources is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Director of Human Resources will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing

The Director of Human Resources shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding accounting practices, internal controls or auditing and work with the Committee until the matter is resolved.

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.

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.

Handling Reported Violations

The Director of Human Resources will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: * {Note: The Compliance Officer may be a board member, the Vice President, Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}

Compliance Officer

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