



## EAST STROUDSBURG UNIVERSITY FOUNDATION WHISTLEBLOWER POLICY

Adopted by the ESU Foundation Board  
November 20, 2013

It is the intent of the East Stroudsburg University Foundation (the “Foundation”) to adhere to all applicable laws and regulations. This policy is designed to encourage directors, officers, employees, and volunteers to come forward with credible information on suspected illegal practices or violations of the Foundation’s policies and to facilitate cooperation in any official inquiry or investigation by any court, agency, or other law enforcement or governmental body. The Foundation will protect any person who has in good faith raised a concern or reported any such violation from retaliation or threats of retaliation. The purpose of this policy is to support the Foundation’s goal of legal compliance and to identify where information regarding suspected violations can be reported.

1. **Reporting unlawful activity.** The Foundation encourages its directors, officers, employees, and volunteers to raise good faith concerns about suspected illegal practices and violations of the Foundation’s policies, including illegal or improper conduct by the Foundation itself, by its leadership, or by others on its behalf, and to provide truthful information in official inquires or investigations. Appropriate subjects to be raised under this policy would include:
  - Conflicts of interest;
  - Incorrect financial reporting;
  - Unlawful activity;
  - Activities that are not in line with Foundation policy; or
  - Any other activities that constitute serious improper conduct.
  
2. **Protection from retaliation.** The Foundation prohibits retaliation by or on behalf of the Foundation against directors, officers, employees, or volunteers for making good faith complaints, reports or inquiries under this policy or for providing information in any official inquiry or investigation. This protection extends to those individuals whose allegations are made in good faith but proven to be mistaken. The Foundation reserves the right to discipline individuals who report false allegations that are both unsubstantiated and made with malice or who otherwise abuse this policy. Individuals who self- report their own misconduct are not afforded protection by this policy.

3. **Where to report.** Complaints, reports or injuries made under this policy shall be kept confidential and anonymous to the extent possible. Complaints, reports, and inquiries should describe in detail the specific facts demonstrating the basis for the belief that illegal or improper conduct has occurred. Complaints, reports, and inquiries should be directed to the Foundation's Executive Director or Chairman of the Board of Directors. If both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Vice President of the Foundation Board of Directors.
4. **Procedure.** The appropriate officers will conduct a prompt, discreet, and objective review or investigation and provide a report to the Board of Directors. The Board of Directors shall determine an appropriate response to a complaint, report, or inquiry. Any officer, director, employee, or volunteer who may be implicated in the complaint, report, or inquiry shall not participate in any deliberation of the Board of Directors regarding the complaint, report, or inquiry, except to present information on his or her own behalf. Directors, officers, employees, and volunteers must recognize that the Foundation may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.
5. **Distribution of policy.** At the beginning of each fiscal year, the Foundation shall provide a copy of the Foundation's Whistleblower Policy to each director, officer, employee, and volunteer for review.

**Adopted November 20, 2013**  
**Revised August 13, 2020**