I. Revision history

This is the initial policy statement.

II. Purpose of the policy/Policy statement

Georgia State University Foundation trustees, officers, directors, and staff are expected to comply with the Foundation’s Code of Conduct Policy. Included in that policy are detailed individual standards of ethical conduct requiring individuals to report any known or suspected violations of the Code of Conduct Policy. The Anonymous reporting (Whistle Blower) policy serves as a resource for all members of the GSU Foundation Community to anonymously report matters that compromise the working environment to include fraud, waste, abuse, or harassment without fear of retaliation.

III. Definition

Complainant- Individual who reports a concern regarding improper conduct or other matter that compromise the working environment.

Retaliation - An adverse action or threat of adverse action taken against an individual in response to a good faith complaint of a known or suspected violation of the Code of Conduct policy.

Staff- Staff members employed by Georgia State University assigned to and working on behalf of Georgia State University Foundation as well as any staff members working directly for Georgia State University Foundation.

Anonymous reporting hotline- Website established to anonymously records allegations of misconduct. https://gsu.alertline.com/gcs/welcome

IV. Applicability

This policy applies all board of trustee members, officers and staff.
V. Exceptions

None Known

VI. Detailed policy statement

It is the intent of the Georgia State University Foundation to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all community members is necessary to achieving compliance with various laws and regulations.

The Foundation encourages individuals to report their concerns regarding improper conduct to the third party anonymous reporting hotline https://gsu.alertline.com/gcs/welcome, a supervisor, another member of the management team that the individual is comfortable approaching, or the Georgia State University Human Resources Department. Reports of violations or suspected violations will be kept confidential to the furthest extent possible in the conduction of an appropriate investigation and will abide by all applicable laws. Individuals, who in good faith, report a violation, will not be subject to harassment, retaliation, or adverse employment consequences, even if the investigation results in a finding of no wrong doing.

An individual who believes that they have been retaliated against as a result of making a report under this policy should immediately report such retaliation to the anonymous reporting hotline https://gsu.alertline.com/gcs/welcome, a supervisor, another member of the management team, or the Georgia State University Human Resources Department. Any individual who engages in retaliatory conduct against a whistleblower will be subject to disciplinary action, up to and including termination of employment.

An employee who deliberately makes a false report under this policy will be subject to disciplinary action, up to and including termination. In the event that a non-employee makes a false report under this policy, the situation will be reported to the appropriate authorities.

HELP

People to contact

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFO</td>
<td>1 Park Place Suite 533</td>
<td>404-413-3434</td>
<td><a href="mailto:foundation@gsu.edu">foundation@gsu.edu</a></td>
</tr>
<tr>
<td>Controller</td>
<td>1 Park Place Suite 533</td>
<td>404-413-3485</td>
<td><a href="mailto:foundation@gsu.edu">foundation@gsu.edu</a></td>
</tr>
</tbody>
</table>

Additional information and helpful resources

4.2 Conflict of Interest
4.4 Code of Conduct