

1 **GEORGIA STATE UNIVERSITY FOUNDATION, INC.**

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3 **Policy number/name:** 1.3 Anonymous Reporting (Whistle Blower) Policy

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5 **Issuing date:** 6/10/2009 **Effective date:** 6/10/2009

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7 **Policy approved by:** Board of Trustees

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9 **Governance oversight by:** Audit Committee

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11 **I. Revision history**

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13 This is the initial policy statement.

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15 **II. Purpose of the policy/Policy statement**

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

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25 **III. Definition**

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

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

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

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

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41 **IV. Applicability**

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

45 **V. Exceptions**

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47 None Known

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49 **VI. Detailed policy statement**

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

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

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

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

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77 **HELP**

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79 **People to contact**

| Position Title | Campus Location | Phone Number | Email Address |
|----------------|------------------------|--------------|--|
| CFO | 1 Park Place Suite 533 | 404-413-3434 | foundation@gsu.edu |
| Controller | 1 Park Place Suite 533 | 404-413-3485 | foundation@gsu.edu |

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85 **Additional information and helpful resources**

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87 4.2 Conflict of Interest

88 4.4 Code of Conduct

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