



Princeton Area  
**COMMUNITY FOUNDATION**

**Financial Responsibility: Reporting of Financial, Auditing or  
Governance Improprieties (aka "Whistleblower Policy")**

Approved by the Board of Trustees February 3, 2011

**General**

The Princeton Area Community Foundation ("Foundation") is committed to lawful and ethical behavior in all of its activities and requires trustees, volunteers, and employees to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of the Foundation's Whistleblower Policy are to establish policies and procedures to:

- prevent or detect and correct improper activities
- encourage each Foundation trustee, officer, employee and volunteer (Reporting Individual) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by the Foundation
- ensure the receipt, documentation, retention of records, and resolution of reports received under this policy
- protect reporting Individuals from retaliatory action.

**Reporting Responsibility**

Each reporting Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by the Foundation, its officers, trustees, employees, volunteers, agents or other representatives. Reporting Individuals must also notify the Foundation if an action needs to be taken in order for the Foundation to be in compliance with law or policy or with generally accepted accounting practices. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- providing false or misleading information on the Foundation's financial documents, grant reports, tax returns or other public documents;
- providing false information to or withholding material information from the Foundation's auditors, accountants, lawyers, trustees, or other representatives responsible for ensuring Foundation compliance with fiscal and legal responsibilities;
- embezzlement, private benefit, or misappropriation of funds;
- material violation of Foundation policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
- discrimination based on race, color, religion, sex, marital status, sexual orientation, gender identity, age, national origin, disability, medical condition, ancestry, or genetic information;
- violation of Federal, New Jersey, or local laws, rules, or regulations;
- facilitation or concealing any of the above or similar actions

## **Reporting Concerns**

### Submitting Concerns

Reporting individuals may submit concerns to the President/CEO or directly to the chair of the Audit Committee. If the Reporting Individual is not comfortable reporting to either of these individuals or if he/she does not believe the issue is being properly addressed, the volunteer or trustee may report directly to the board chair.

Concerns may be submitted anonymously. Because it is impossible to seek additional information from a Reporting Individual about anonymous reports, it is essential that such reports contain as much specific information as possible.

### Handling of Reported Violations

The Foundation will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the President/CEO of the Foundation to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. Foundation staff will issue a full report of all matters raised under this policy to the Audit Committee. The Audit Committee may conduct a further investigation upon receiving the report from the President/CEO.

For matters reported directly to the Audit Committee chair or to the board chair, the Audit Committee shall promptly (generally within five business days) acknowledge receipt of the complaint to the complainant if the identity of the complainant is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Audit Committee shall promptly report its findings to the Executive Committee.

### Authority of Audit Committee

The Audit Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

### No Retaliation

This Whistleblower Policy is intended to encourage and enable trustees, volunteers, and employees to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no trustee, volunteer, or employee who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report.

Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

#### Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that are unsubstantiated, and are made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

#### Confidentiality

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the Foundation cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by Foundation staff, trustees, or others involved with the investigation of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to Foundation employees, may result in discipline, up to and including termination of employment.

#### **CONTACT INFORMATION:**

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