

California State University, Long Beach Research Foundation Whistleblower Policy

Purpose

California State University, Long Beach Research Foundation (Research Foundation) requires officers, directors, employees, and volunteers to observe high standards of business and personal ethics

concerns. If the Research Foundation Director of Human Resources, for any reason, does not forward the concern to the Research Foundation Chief Operating Officer within three (3) business days, the reporting individual may directly report the concern to the Research Foundation Chief Operating Officer.

Reporting by Other Stakeholders

Officers and directors should submit concerns in writing directly to the Research Foundation Chief Operating Officer.

Concerns Regarding the Research Foundation CSULB Chief Operating Officer

All concerns regarding the Research Foundation Chief Operating Officer shall be directly reported to the Research Foundation Chief Executive Officer.

Concerns Regarding the Research Foundation CSULB Chief Executive Officer

All concerns regarding the Research Foundation Chief Executive Officer shall be directly reported to the Chair of the Research Foundation Audit Committee.

Handling of Reported Violations

The Research Foundation Chief Operating Officer will acknowledge receipt of the concern within five (5) business days of receipt. If the concern involves an incident of actual or suspected theft, fraud, defalcation or other irregularity involving corporate assets, the Research Foundation Chief Operating Officer shall immediately notify the Research Foundation Chief Executive Officer and the University Director of Internal Auditing.

The Research Foundation Chief Operating Officer shall have the authority to retain outside legal counsel, accountants, private investigators or any other resource deemed necessary to conduct a full and complete investigation of the allegations. The Research Foundation Chief Operating Officer shall also have the authority to designate the CSULB Director of Internal Auditing to conduct the investigation. Appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, the action taken shall include follow-up with the reporting party.

Accounting and Auditing Matters

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or with the foreknowledge that the allegations are false, will be viewed as a serious offense, and may result in disciplinary action up to and including dismissal from the volunteer position or termination of employment.

If a Research Foundation employee, volunteer, officer or director, elects not to report suspected unlawful activity as defined above, he or she may contact the California Office of the Attorney General's whistleblower hotline at **(800) 952-5225**. The Attorney General shall refer calls received on the whistleblower

When and where did the alleged act occur?

(Please indicate if the actions were committed over a period of time)