



Policy No.	
Effective Date	5/14/09
Revision Date	
Revision No.	
Approved:	5/14/09
Date:	

**Lord Fairfax Community College (LFCC) Educational Foundation Inc.
Board Member and Employee Protection (Whistleblower) Policy**

1.0 Purpose

To provide procedures to ensure that Lord Fairfax Community College (LFCC) Educational Foundation Inc. (the Foundation) Board members and officers, LFCC employees who work with the Foundation and volunteers can “blow the whistle” by reporting a policy, practice or activity of the Foundation they reasonably believe is illegal, unethical or improper without fear of retaliation.

2.0 Revision History

This policy is new.

3.0 Applicability

This policy applies to Foundation Board members and officers, LFCC employees who work with the Foundation and volunteers.

4.0 Policy

The Foundation intends to adhere to all applicable laws and regulations and requires its directors, officers and employees to do the same. The underlying purpose of this policy is to support the Foundation’s goal of legal compliance. The support of all Foundation Board members and officers, LFCC employees who work with the Foundation and volunteers is necessary to achieving compliance with various laws and regulations.

If any Foundation Board member, officer, LFCC employee who works with the Foundation or volunteer reasonably believes that a policy, practice or activity of the Foundation is illegal, unethical or improper, a written complaint must be filed by that individual with the Executive Director of the Foundation and/or the President of LFCC. If the complaint involves the Executive Director of the Foundation and/or the President of LFCC, a written complaint must be filed with the Foundation Board chair.

Complaints may also be made to the State Employee Fraud, Waste, and Abuse Hotline, which is administered by the Division of State Internal Audit. Additional information is available at http://www.doa.virginia.gov/DSIA/Fraud_and_Abuse_Hotline.cfm. The calls are received through a non-traceable line, are not recorded and are anonymous.

Any Foundation Board member, officer, LFCC employee who works with the Foundation or volunteer who files a good faith complaint can choose to remain anonymous. Any individuals reporting complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

The Foundation will use its best efforts to protect Foundation Board members, officers, LFCC employees who work with the Foundation and volunteers who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of the Foundation that the individual in good faith believes is in violation of a law, rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare or protection of the environment or the workforce.

Any Foundation Board member, officer, LFCC employee who works with the Foundation or volunteer who retaliates against an individual who reports a suspected violation will face the sanctions listed in section 7.0 of this Policy. Examples of retaliation include, but are not limited to, threats of physical harm, loss of job, punitive work assignments or reduced salary or wages. In addition, individuals who retaliate may be subject to civil remedies or criminal penalties.

Any Foundation Board member, officer, LFCC employee who works with the Foundation or volunteer who makes unfounded allegations that are proven to have been made recklessly, maliciously or with the foreknowledge that the allegations were false will face the sanctions listed in section 7.0 of this policy. In addition, individuals who make such false or unfounded allegations may be subject to civil remedies or criminal penalties.

Appropriate action will be taken in response to any complaints, including but not limited to gathering facts, conducting an investigation and taking necessary corrective actions.

5.0 Definitions

- *Employees who work with the Foundation:* LFCC employees whose position descriptions reference the Foundation as part of their official professional responsibilities.
- *Good faith:* Reasonable or verifiable concerns that the person believe are true.

6.0 Responsibilities

Foundation Board members, officers, LFCC employees who work with the Foundation and volunteers will bring the alleged unlawful activity, policy or practice to the attention of the Foundation and provide a reasonable opportunity to investigate and correct the alleged unlawful activity. Foundation Board members, officers, LFCC employees who work with the Foundation and volunteers will review this Policy and complete the LFCC Educational Foundation Inc. Employee Protection (Whistleblower) Policy Form upon appointment to the Foundation Board or upon being hired.

7.0 Sanctions

Individuals who fail to comply with the terms of this policy may be subject to the appropriate disciplinary action, including dismissal from the Foundation Board and employment termination.

8.0 Interpretation

Authority for interpretation of this policy rests with the Executive Director of the Foundation, the Foundation Board chair and the President of LFCC.



**Lord Fairfax Community College (LFCC) Educational Foundation Inc.
Board Member and Employee Protection (Whistleblower) Policy Form**

My signature below indicates receipt and understanding of the LFCC Educational Foundation Inc. Board Member and Employee Protection (Whistleblower) Policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Printed Name of Individual

Signature of Individual

Affiliation of Individual (Board Member and/or Employee)

Date