

**HUMAN RESOURCES
POLICY AND PROCEDURE**

SUBJECT: Whistleblower Policy
SECTION: Administration
POLICY NO.: 1008
EFFECTIVE DATE: November 1, 2007
REVISED DATE: May 15, 2009

PURPOSE

Silicon Valley Community Foundation requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the community foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

SCOPE

All supervisors, employees, including temporary employees, are covered by the scope of this policy and its guidelines

POLICY

It is the responsibility of all officers, employees and volunteers (reporting individuals) to comply with this whistleblower policy by reporting violations or suspected violations in accordance with this policy.

The objectives of the community foundation's whistleblower policy are to establish policies and procedures to:

- Prevent or detect and correct improper activities.
- Encourage each 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 community foundation.
- Ensure the receipt, documentation, retention of records and resolution of reports received under this policy.
- Protect reporting individuals from retaliatory action.

Reporting individuals must also notify the community foundation if an action needs to be taken in order for the community foundation to be in compliance with law, 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 in the community foundation's financial documents, grant reports, tax returns or other public documents.

HUMAN RESOURCES POLICY AND PROCEDURE

- Providing false information to or withholding material information from the community foundation's auditors, accountants, lawyers, directors or other representatives responsible for ensuring the community foundation's compliance with fiscal and legal responsibilities.
- Embezzlement, private benefit or misappropriation of funds.
- Material violation of community foundation policy including, among others, confidentiality, conflict of interest, whistleblower, ethics and document retention.
- Discrimination based on race, gender, sexual orientation, ethnicity, disability or others protected by law.
- Facilitation or concealing any of the above or similar actions.

REPORTING CONCERNS

Employees

Whenever possible, employees should seek to resolve concerns by reporting issues directly to his/her manager or to the next level of management, as needed, until matters are satisfactorily resolved. If, for any reason, an employee is not comfortable speaking to a manager or does not believe the issue is being properly addressed, the employee may contact the vice president of human resources or the CEO and president. If an employee does not believe that these channels of communication can or should be used to express his/her concerns, an employee may contact the chair of the community foundation's finance and administration committee. Whenever practical, reports should be in writing. Contact information for the CEO and president or the chair of the finance and administration committee may be obtained from the community foundation's website or by calling the foundation at 650.450.5400.

Directors

Directors and other volunteers may submit concerns to the CEO and president or directly to the chair of the finance and administration committee. If the volunteer or director 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 director may report directly to the board chair.

HANDLING OF REPORTED VIOLATIONS

The community 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 CEO and president of the community foundation to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The community foundation staff will issue a full report of all matters raised under this policy to the finance and administration committee.

**HUMAN RESOURCES
POLICY AND PROCEDURE**

For matters reported directly to the finance and administration committee chair or the CEO and president, the committee shall promptly (generally within five business days) acknowledge receipt of the complaint to the complainant if the complainant is known. An investigation will be held to determine if the allegations are true, whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the finance and administration committee shall promptly report its findings to the executive committee of the board.

Authority of the Finance and Administration Committee

The finance and administration 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

No director, officer, employee or volunteer who in good faith reports a violation of the policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the community foundation prior to seeking resolution outside the organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.