

INDIAN HILLS COMMUNITY COLLEGE FOUNDATION, INC.

Whistleblower Protection Policy

General

The Code of Ethics (Code) of the Indian Hills Community College Foundation, Inc., (the Foundation) for Board members and staff members, approved on March 12, 2009, 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 Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The Whistleblower Protection Policy is being implemented to comply with the 2008 IRS Form 990 entitled *Return of Organization Exempt From Income Tax*.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Protection Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code 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 Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.

Reporting Violations

The Code addresses the Foundation's open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching.

Supervisors and managers are required to report suspected violations of the Code of Conduct to the Foundation's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. The Foundation's Compliance Officer is the Indian Hills Community College Dean of Human Resources.

