

University of Florida Foundation, Inc.
Whistleblower Protection

Policy #: 1.04
Effective Date: February 25, 2009
Responsible Department: Legal

1. **PURPOSE**

To protect employees from retaliation or the fear of retaliation in reporting illegal or unethical conduct.

2. **APPLICABILITY**

All UFF and ODAA employees.

3. **POLICY**

Should any person know of, or have a suspicion about, illegal or unethical conduct or fraud in connection with the finances or any other aspect of the Foundation's operations, that person should inform the Executive Vice President or Foundation legal counsel. Such concerns may involve employees, members of the Board, consultants, vendors, contractors, or outside agencies. If the alleged wrongdoing concerns the Executive Vice President, then the President of the University, Foundation legal counsel, or any other officer or director of the Foundation may be notified instead.

If the Executive Vice President, any officer or director of the Foundation, or any manager or employee in a supervisory role receives information regarding alleged illegal or unethical conduct in connection with the finances or any other aspect of operations, that person shall promptly inform the Director of Human Resources, who shall investigate all credible allegations.

At all times respecting the privacy and reputation of individuals involved, the Director of Human Resources shall inform the Executive Vice President (or the University President or Foundation legal counsel if the Executive Vice President is involved). That person shall inform the Executive Committee or the full Board of Directors if any material allegation is confirmed and it is believed the Executive Committee or Board of Directors should be made aware of the situation. A report of all complaints, investigations, and actions taken will be made to the Audit Committee

There will be no punishment or other retaliation for the reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Director of Legal Services (sgoffman@uff.ufl.edu).

Certified as approved by the UFF Board of Directors on: February 25, 2009

A handwritten signature in black ink, appearing to read "Susan G. Goffman". The signature is written in a cursive style with a large, looped initial "S".

Susan G. Goffman, Secretary

Revision history: Original version
Revised February 25, 2009