

**THE FIT FOUNDATION**  
**WHISTLEBLOWER POLICY**

**Adopted December 2, 2009**

**GENERAL PRINCIPLES**

As stewards of the public trust, all directors, officers, and employees of The FIT Foundation (the “Organization”) are expected to ensure that the Organization and the individuals associated with it will comply with high standards in financial accounting and reporting, and engage in lawful and ethical behavior. This Policy is intended to remind these individuals of this expectation, to encourage all to report any concerns about possible violations, to lay out procedures for reporting and investigating complaints, and to describe the protections afforded under this Policy.

The Organization’s Board of Directors will oversee this Policy.

**COMPLAINTS**

If any director, officer, or employee knows or has a reasonable belief that persons associated with the Organization have engaged or plan to engage in illegal or unethical conduct in connection with the Organization’s financial resources or operations, such person is expected to file a complaint immediately.

**PROCEDURE FOR FILING COMPLAINTS**

Complaints may be reported on a confidential, anonymous basis, orally or in writing, giving as much detail as possible, to the President of the Organization or, if the complaint concerns the President, to the Chair of the Board. Contact information is appended to this Policy. Upon receiving a verbal complaint, the President or the Chair of the Board, as applicable, will promptly prepare a written summary of the complaint, including as much detail as possible.

*Handling of Complaints Received by the Organization*

- All non-anonymous complaints will be acknowledged promptly by the individual receiving the complaint.
- The individual receiving the complaint, if not the President, will report it to the President or, if the complaint concerns the President, to the Chair of the Board.
- The complaint will be reviewed, possibly with counsel, and investigative action will be undertaken as promptly as possible.
- The President or the Chair of the Board, as applicable, in consultation with another Board member, will decide on further actions to be taken, including additional investigation and/or legal or disciplinary action.

- The President or the Chair of the Board, as applicable, will report to the Board any complaint that has been determined to be credible and material. This report will generally include a copy of the complaint and the date and nature of the complaint. It will also describe the conduct and status of any investigation and any recommendations to address the complaint.

### **ACTION ON COMPLAINTS**

The Organization will take appropriate action in response to any complaints, including disciplinary action against any person who, in the Organization's assessment, has engaged in unethical conduct or misconduct and, where appropriate, reporting of such misconduct to the relevant civil or criminal authorities.

### **PROTECTION UNDER POLICY**

The Organization will not knowingly, with the intent to retaliate, take any action harmful to any director, officer, employee, or other complainant for:

- reporting a complaint in good faith pursuant to this Policy or to law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant;
- providing in good faith information regarding a complaint to law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant, or otherwise assisting in any investigation conducted by the Organization; or
- otherwise participating or assisting in a proceeding filed or about to be filed.

Any director, officer, or employee who retaliates against another for reporting a complaint in good faith pursuant to this Policy will be subject to disciplinary action. Any director, officer, or employee who deliberately or maliciously provides false information may be subject to disciplinary action.

### **CONFIDENTIALITY**

In conducting its investigations and in reporting complaints, the Organization will strive to keep as confidential as possible the identity of any complainant or any individual who provides information during an investigation, except that the Organization may share such information as it deems necessary with appropriate Organization personnel and advisors, or as may be required by law.

### **SCOPE OF POLICY**

This policy covers complaints made regarding the Organization's financial resources or operations.

## CONTACT INFORMATION

### President:

Name: Dr. Joyce F. Brown  
Address: FIT, Seventh Avenue at 27<sup>th</sup> Street, New York, NY 10001  
Phone: 212-217-4000  
Email: Joyce\_Brown@fitnyc.edu

### Chair of the Board:

Name:  
Address:  
Phone:  
Email:

### Other Board members:

Name:  
Address:  
Phone:  
Email

Name:  
Address:  
Phone:  
Email

Name:  
Address:  
Phone:  
Email

Name:  
Address:  
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