

NOTICE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER CALIFORNIA'S WHISTLEBLOWER PROTECTION LAWS

Community Foundation for Monterey County (CFMC) encourages you to report improper activities and will protect you from retaliation for making any such report in good faith.

Employee Rights

Employees have the right to report, without suffering retaliation, any activity by CFMC or a CFMC employee that the employee reasonably believes:

- 1) violates any state or federal law;
- 2) violates or amounts to noncompliance with a state or federal rule or regulation; or
- 3) violates fiduciary responsibilities by a corporation or limited liability company to its shareholders, investors, or employees.

In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of CFMC (such as attorney-client privilege) or improperly disclose trade-secret information.

Where to Report

Employees have the duty to comply with all applicable laws and to assist CFMC to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to their supervisor or the appropriate member of management.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency, or by calling the California Attorney General's Whistleblower Hotline at (800)925-5255.

Protection from Retaliation

Any employee who believes they have been retaliated against for whistleblowing may file a complaint with Director of Finance and Administration.