Lehigh Valley Association of Independent Colleges

WHISTLEBLOWER POLICY

The Lehigh Valley Association of Independent Colleges (LVAIC) is committed to the highest standards of ethical conduct for all its members. Employees are expected to adhere to high standards of professional and ethical conduct in carrying out their duties. Maintaining ethical standards, including appropriate financial or data, human resources practices, compliance with legal and regulatory requirements, and sound risk management and safety practices is the responsibility of every member of the LVAIC community. Early identification and resolution of ethical issues that might arise are critical to maintaining sound business practices.

Reporting: LVAIC encourages members of the community to come forward in a timely manner with good faith reports or concerns about suspected ethical and compliance issues. Employees are encouraged to submit such reports to the Executive Director. In the event an employee would not feel comfortable directing such a report to the Executive Director, a report can be made to one of the officers of LVAIC or to any member of the Audit Committee.

2024-25 LVAIC Officers:

Chair – Fr. James Greenfield, DeSales University
Chair Elect and Audit Committee Chair – Kathleen Harring, Muhlenberg College
Treasurer – Mark Reed, Moravian University
Assistant Treasurer – Audra Kahr, Lafayette College

2023-24 Audit Committee

Curt Topper, Muhlenberg College
Deanne Fenstermacher, DeSales University
Elizabeth Wilson, Cedar Crest College
Andrea Bohn, Lafayette College
Steven Crouch, Lehigh University

Investigation/Results: Any report received will be shared with the Audit Committee of LVAIC for investigation and appropriate action. If the report is related to the work of the Audit Committee, the report will be submitted to the Chair of the Board of Directors for investigation. All reports will be investigated promptly and discreetly, receiving careful consideration with the objective of addressing any improper conduct or violation of LVAIC policy.

Protection: No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential violations of the law or LVAIC's policies or for seeking guidance with respect to suspected violations. Any such retaliatory action taken shall be considered a violation of this policy and grounds for independent disciplinary action. Any employee who believes he/she is being retaliated against as a whistleblower must contact a member of the Audit Committee immediately.

However, an employee shall not intentionally misuse this Whistleblower Policy. Intentional misuse includes, but is not limited to, frivolous claims, attempts to treat a personal grievance or personnel dispute as an allegation of wrongdoing, lack of good faith in invoking the policy, or any known false, malicious, or misleading statements made at any time under the procedures of the Policy.

Rev 9/2024