



## **WHISTLEBLOWER POLICY**

The Whistleblower Policy is intended to cover serious issues that could negatively impact the organization in areas including: incorrect financial reporting; unlawful activities; violation of company policy and serious improper conduct. This policy applies to all employees and volunteers of the organization.

The policy is intended to be used for serious concerns related to financial reporting, unethical or illegal conduct. If an individual has knowledge or concern about illegal or dishonest fraudulent activity, the individual should promptly contact the Executive Director. There may be instances where the individual may choose to inform the Chairperson of the Board of Directors.

Employment related concerns should continue to be reported through the Grievance Procedure policy, as outlined in this Personnel Policy Handbook and concerns and complaints involving individuals served should be reported to the Disabled Persons Protection Commission (DPPC.)

**Timing:** The earlier a concern is expressed, the easier it is to take corrective action.

**Evidence:** Although the reporter is not expected to prove the truth of an allegation, the employee needs to demonstrate to the person contacted that there are sufficient grounds for concern and the complaint was made in good faith.

**How the Complaint Will Be Handled:** The action taken will depend on the nature of the complaint. The Audit Committee of the Board of Directors receives a written report on each complaint within 72 business hours of its receipt and a follow-up report on actions taken. The complainant will be given the opportunity to receive follow-up on their concern within two weeks, including acknowledgement that the concern was received; indications of how the matter will be dealt with and whether further investigations will follow and, if not, why not.

**Anonymous Allegations:** The policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to: the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources.

**Safeguards: Harassment of Victimization:** Harassment or victimization of the complainant will not be tolerated.

Confidentiality: Every effort will be made to protect the complainant's identity; however, this cannot be guaranteed.

Malicious Allegations: Malicious allegations may result in disciplinary actions if the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to: the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources.