[Insert Name of sport organization] (the 'Organization')
WHISTLEBLOWER POLICY

Definitions

1. Terms in this Policy that carry specific meaning will be capitalized. All other definitions not listed below are provided in Appendix A of the *Code of Conduct and Ethics.*
   a) ***Worker*** – Any person who performs work for the Organization including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.

Purpose

2. The purpose of this Policy is to allow Workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

Commented [MK1]: Note to the Organization: the protections in this policy are intended primarily for those individuals who are paid by the organization (ex. employees) but the policy is broad enough to cover anyone who 'performs work' for the Organization, including volunteers. However, in most cases, complaints received under this policy by Directors or Volunteers, for example, can (and should) be handled under the Organization's *Discipline and Complaints Policy*.

Application

3. This Policy only applies to Workers who observe or experience incidents of wrongdoing committed by Directors or by other Workers.

4. Incidents of wrongdoing or misconduct observed or experienced by Participants, volunteers, spectators, parents of Participants, or other individuals not employed or contracted by the Organization can be reported under the terms of the *Discipline and Complaints Policy* and/or reported to the applicable organization's Board of Directors or senior staff person to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or the applicable organization's policies for human resources.

5. Matters reported under the terms of this Policy may be referred to be heard under the *Discipline and Complaints Policy*, at the discretion of the Compliance Officer.

Wrongdoing

6. Wrongdoing can be defined as:
   a) Violating the law;
   b) Intentionally or seriously breaching of the Organization's *Code of Conduct and Ethics*;
   c) Committing or ignoring risks to the life, health, or safety of a Participant, volunteer, Worker, or other individual;
   d) Directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or,
   e) Fraud.

Pledge

7. The Organization pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who, in good faith, discloses information or submits a report against a Worker or Director under the terms of this Policy.

8. Any individual affiliated with the Organization who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

9. A Worker who believes a Director or another Worker has committed an incident of wrongdoing should prepare a report that includes the following:
    a) Written description of the act or actions of the alleged wrongdoing, including the date and time of the action(s);
    b) Identities and roles of other individuals or Workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
    c) Why the act or action should be considered wrongdoing; and
    d) How the wrongdoing affects the Worker submitting the report (if applicable).

Authority

10. The following individual and/or position title has been designated as the Compliance Officer to receive reports made under this Policy:

[Insert Name, position title, and Contact information for who will act as Compliance Officer. *Note: This person s~~S~~hould not be the Chairperson or senior staff person but may be a current Board member*]

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11. After receiving the report, the Compliance Officer has the responsibility to:
    a) Assure the Worker of the **Pledge**.
    b) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith.
    c) Determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy*.
    d) Determine if the local police service be contacted.
    e) Determine if mediation or alternative dispute resolution can be used to resolve the issue.
    f) Determine if the Organization's Chairperson and/or senior staff person should or can be notified of the report.
    g) Begin an investigation.

Investigation

12. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the Organization's Chairperson and/or senior staff person may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the report being disclosed to the Organization's Chairperson and/or senior staff. The Organization's Chairperson and/or senior staff person may not unreasonably refuse the decision to contract an external investigator.

13. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
    a) Follow-up interview with the Worker who submitted the report.
    b) Identification of Workers, participants, volunteers or other individuals that may have been affected by the wrongdoing.
    c) Interviews with such-affected individuals.

d) Interview with the Director(s) or Worker(s) against whom the report was submitted.
e) Interview with the supervisor(s) of the Worker(s) against whom the report was submitted, if applicable.

14. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the Organization 's Chairperson and/or senior staff person for review and action.

Decision

15. Within fourteen (14) days after receiving the Investigator's Report, the Organization's Chairperson and/or senior staff person will take corrective action, as required. Corrective action may include, but is not limited to:
    a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
    b) Revising job descriptions; or
    c) Discipline, suspension, termination, or other action as permitted by the Organization's By-laws, provincial/territorial employment legislation, applicable policies for human resources, and/or the Worker's Employment Agreement or Contractor Agreement.

16. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

17. Decisions made under the terms of this Policy may be appealed under the terms of the *Appeal Policy* provided that:
    a) If the Worker who submitted the initial report is appealing the decision, the Worker understands that their identity must be revealed; and,
    b) If the Director or Worker against whom the initial report was submitted is appealing the decision, the Worker or Director understands that the identity of the Worker who submitted the report will not be revealed and that the applicable organization will act as the Respondent.

Confidentiality

18. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the Worker, the Worker(s), or Director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

19. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, the Organization recognizes there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

Policy History	
Approved	
Next Review Date	