

WHISTLE BLOWER POLICY

Big Brothers Big Sisters of Victoria Capital Region (BBBS) is committed to establishing and maintaining a high standard of ethical practices in the workplace and encourage practices that support integrity and honesty and are in compliance with Canadian and Provincial laws, rules and regulations. BBBS is committed to protecting our employees, volunteers and other stakeholders who, in good faith, report wrongdoings.

GUIDELINES

1. BBBS encourages any individual with knowledge of wrongdoing, including knowledge of illegal activities, improper conduct, or malpractice, to come forward and report on this knowledge. Instances of unethical and illegal behaviours include but are not limited to;
 - a. Criminal offences;
 - b. Failure to comply with legal or regulatory obligations;
 - c. Miscarriage of justice;
 - d. Actions endangering the health and safety of the clients, employees, stakeholders of BBBS, and the general public;
 - e. Actions damaging the workplace or environment;
 - f. Any breach of BBBS Policy and Procedure, Mission Statement, or Philosophy;
 - g. Any breach of the BBBS Code of Ethics
 - h. Any actions intended to conceal any of the above.
 - i. Danger to health, safety or well- being of employees, volunteers, clients or the general public

Concerns and allegations must be made in good faith. Allegations that are found not to have been made in good faith are viewed as a serious offence and the individual may be subject to discipline up to and including termination of employment or severing the relationship when applied to volunteers, partnered individuals or other stakeholders.

PROCEDURES

2. If it is not clear whether an act or actions constitutes misconduct, BBBS personnel and clients will have to use their own judgement, or seek private counsel with a Supervisor, the Executive Director, or Board President. BBBS requests that if in doubt, personnel make a report rather than keep the information to themselves.

- 2.1 Any employee, contractor or volunteer affiliated with BBBS who observes or becomes aware of activities which may pose an immediate threat of harm to any

individual may take steps to immediately contact a supervisor, security or local authorities as necessary and appropriate.

2.2 Reports of misconduct or suspected misconduct can be made verbally or in writing (delivered in person to the BBBS office or via letter post, fax or email), and should be addressed in confidence to the employee's immediate supervisor; except in cases where the immediate supervisor is implicated, in which case the report should be made to the next senior person as per the BBBS Organizational Structure. If the report is of such a serious and confidential nature that the individual is not comfortable reporting to their immediate Supervisor, the report can be taken directly to the BBBS Board of Directors President

2.3 While absolute proof is not necessary to support a report of misconduct or suspected misconduct, concrete reasons for the suspicion or allegation must be provided in order for BBBS to begin a formal investigation into the allegation.

2.4 Reports will be reviewed within 5 working days to determine if further investigation is required. In some cases a formal investigation may be undertaken. In all cases the complainant will be notified that the complaint was received but may not be notified regarding the outcome if the outcome includes confidential information pertaining to another individual.

2.5 It is the responsibility of the individual reporting the misconduct to indicate their wish for confidence prior to making the report, in order to guarantee privacy at the meeting. BBBS will do everything possible to protect the identity of the individual making the report however there may be circumstances during a formal investigation where witnesses are required, or when an external regulatory body takes over the investigation, at which time BBBS's ability to keep the reporter's identity a secret may be limited.

2.6 BBBS recognizes that some forms of misconduct may warrant the reporting individual to go directly to the police. BBBS requests that in this circumstance the reporting individual notify a Supervisor, the Executive Director, or the Board President that such a report has been made.

2.7 Any employee, contractor, volunteer or other individual affiliated with BBBS who, in good faith, reports any known or suspected occurrence of misconduct shall not be subject to disciplinary action.