

Whistleblower Policy



PURPOSE

The Corporation of the Township of Matachewan (the “Business”) is committed to ensuring that it operates according to the highest standards of ethical conduct and in compliance with applicable laws and its internal policies. The purpose of this Whistleblower Policy (the “Policy”) is to set out the Business’ policy and procedures in respect of reporting and investigating allegations of breaches of ethical or legal duties.

SCOPE

This Policy applies to all employees, contractors, and volunteers of the Business, as well as its directors and officers.

DEFINITION OF INCIDENT

For the purpose of this Policy, a complaint may be submitted if any one of the following incidents occurs, is reasonably suspected to have occurred, or there are reasonable grounds to believe will occur (each an “Incident”):

- Accounting, auditing, or other financial reporting fraud or misrepresentation;
- Violations of federal or provincial laws that could result in criminal charges, fines, or civil and/or statutory liability payable by the Business, or that could otherwise significantly harm the Business’ reputation or public image;
- Unethical business conduct in violation of any of the Business’ policies;
- Danger to the health, safety, or well-being of employees, volunteers, contractors, and/or members of the public, or environmental damage.

All individuals subject to this Policy have a duty to report an Incident as soon as practicable.

PROCEDURE FOR REPORTING COMPLAINTS

Where an employee, volunteer, or contractor reasonably suspects that an Incident has occurred or will occur, the employee, volunteer, or contractor may submit a written complaint to the Business’ President, or, if the President is implicated in the complaint or unavailable, another director of the Business who is not implicated in the alleged Incident.

The written complaint should include the following information:

- Description of the alleged Incident
- Date complainant became aware of the alleged Incident
- Name of the individual suspected of engaging in or contemplating engaging in the alleged Incident
- Steps taken (if any) prior to making complaint

Individuals are not required to prove the truth of an allegation, but they are required to act in good faith, and to provide sufficient evidence to show that there is a reasonable basis for the complaint warranting an investigation.

All complaints will be treated confidentially and reviewed in a timely manner.

INVESTIGATION PROCEDURE

Once a complaint is received, an investigation will commence. The investigation will be conducted by a manager, officer, or director who is not implicated in the complaint, or, where that is not possible or where the involvement of any manager, officer, or director may give rise to the appearance of bias, the Business may, in its sole discretion, engage an outside party to act as investigator.

The investigator will interview all relevant personnel and review any evidence provided by the individual who made the complaint. All employees, volunteers, contractors, directors, and officers are required to cooperate with the investigator to the extent legally permissible.

The investigator may enlist the assistance of other employees, legal counsel, and other advisors as appropriate.

The investigator will prepare a report, and any legal or other action will be taken as appropriate. The results of the investigation will be shared with the complainant to the extent possible while respecting the privacy of individuals involved and the confidentiality of business information.

Records pertaining to any complaint made pursuant to this Policy will be retained in compliance with applicable laws.

NO RETALIATION

Where an employee, volunteer, or contractor, in good faith and on reasonable grounds, reports an Incident pursuant to this Policy, the Business will not take any deleterious action against the employee, volunteer, or contractor as a result of such report. For greater certainty, employees, volunteers, and contractors will not be discharged, demoted, suspended, threatened, denied an opportunity or benefit, harassed, or in any other manner discriminated against as a result of reporting a genuine concern.

Where an individual believes that they have been retaliated against for submitting a complaint in good faith under this Policy, they may submit a follow-up complaint in respect of the alleged retaliation in accordance with the procedure for reporting complaints outlined in this Policy. The retaliation complaint will be investigated according to the investigation procedure set out in this Policy.

Any individual who is found to have retaliated against an individual for reporting a complaint in accordance with this Policy will be subject to discipline.

Nothing in this Policy restricts the Business from taking disciplinary action or steps to manage the performance of any employee, volunteer, or contractor for reasons that are not connected to a good faith complaint made pursuant to this Policy.

Where, after investigating a complaint, the Business reasonably concludes that an employee, volunteer, or contractor made an unfounded complaint in bad faith or without reasonable grounds, the employee, volunteer, or contractor will be subject to discipline, up to and including dismissal or termination of contract.

REVIEW OF THE POLICY

This Policy may be amended from time to time.

ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read, understand, and agree to abide by the Whistleblower Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____