B.C. Disc Sports Whistleblower Policy

B.C. Disc Sports (BCDS) requires board members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As board members and representatives of the BCDS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable volunteers and others to raise serious concerns internally so that BCDS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of BCDS’s code of ethics or suspected violations of law or regulations that govern BCDS’s operations.

## No Retaliation

It is contrary to the values of BCDS for anyone to retaliate against any board member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of BCDS. A board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## Reporting Procedure

### Filing a Complaint

A member may file a harassment complaint by contacting the BCDS Anti-Harassment

Committee. The complaint may be verbal or in writing. If the complaint is made verbally, the

BCDS Anti-Harassment Committee Chair will record the details provided by the member.

The member should be prepared to provide details such as what happened; when it happened;where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but 1 year following the last incident of

perceived harassment, unless there are circumstances that prevented the member from doing

So.

Once a complaint has been made, the BCDS Anti-Harassment Committee Chair will directly

communicate with the complainant to explain what the next steps in the investigative process

will be. Following this, the BCDS Anti-Harassment Committee Chair will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within 60 days. The BCDS Anti-Harassment Committee Chair will advise both parties of the reasons why, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in

accordance with this policy, he or she should contact the BCDS Anti-Harassment Committee

Chair

### Mediation

Wherever appropriate and possible, the parties to the harassment complaint will be offered

mediation prior to proceeding with a harassment investigation. Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be

involved in investigating the complaint.Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

### Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be

conducted. All investigations will be handled by an individual who has the necessary training

and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint

was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

• a description of the allegations;

• the response of the person the complaint was made against;

• a summary of information learned from witnesses (if applicable); and

• a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the BCDS Anti-Harassment Committee. Both parties to the complaint will be given a copy.

### Substantiated Complaint

If a harassment complaint is substantiated, The BCDS Anti-Harassment Committee will decide what action is appropriate based on the classes of offences as described in Appendix

A. Both parties to the complaint will be advised, in writing, of the decision.

### Accounting and Auditing Matters

The BCDSs Finance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.