



## **CORK WHISTLEBLOWER POLICY**

### **POLICY STATEMENT:**

This Policy is intended to establish the expectations and conditions for unethical, illegal or fraudulent conduct to be reported and addressed. CORK is committed to dealing with acts in accordance with applicable laws and observes the highest standards of business and personal ethics in the conduct of its responsibilities. This Policy sets out the duty of all directors, staff and volunteers to report misconduct or suspected misconduct, including fraud and financial impropriety and makes efforts to ensure that anyone who makes a report in good faith will be protected from retaliation.

### **APPLICATION:**

This policy applies to all CORK directors, staff and volunteers.

### **DUTY TO REPORT MISCONDUCT:**

It is the duty of all directors, staff and volunteers to report misconduct or suspected misconduct, including fraud and financial impropriety to the CORK Executive. This includes misconducts such as, but not limited to:

- Providing false or misleading information, or withholding material information on CORK's financial statements, tax returns or other public documents
- Pursuit of material benefit or advantage in violation of CORK's Oath of Office Policy
- Misappropriation or misuse of CORK's resources such as funds or assets
- Unauthorized alteration or manipulation of electronic records

### **ACTING IN GOOD FAITH:**

Anyone filing a complaint alleging misconduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongdoing. Making allegations that prove unsubstantiated and which prove to have been made maliciously or knowingly to be false could result in disciplinary action.

### **NO RETALIATION:**

It is CORK's intention that no director, staff or volunteer who makes a report in good faith shall suffer retaliation. Retaliation means any direct or indirect detrimental action threatened or taken against an individual. Anyone who is found to have retaliated against someone who has made a report in good faith will be subject to disciplinary action.

## **RESPONSIBILITIES:**

The CORK Executive is responsible for investigating and resolving all reported complaints and allegations concerning misconduct and is required to report to the CORK Board on all misconduct complaints. The role of the Chair of the Board with respect to protection against retaliation is to receive written reports of retaliation; to keep a confidential record of all reports received; to inform the CORK Executive of the reports; and to conduct a review within 30 business days of receiving the report.

## **REPORTING OF MISCONDUCT:**

Individuals are required to report all suspected misconduct in writing to the CORK Chair. If the misconduct is regarding the Chair, the complaint should be submitted to the Secretary.

All such complaints will be kept confidential and information will be shared strictly on a need-to-know basis.

The Chair of the Board will respond to the complainant to acknowledge receipt of the reported misconduct within five business days. All reports will be investigated within 30 business days except for extenuating circumstances. Appropriate action will be taken at the completion of the investigation. Upon completion of the investigation the complainant will be informed by the Chair of the results of the investigation.

The CORK Board will be informed of all such complaints and their disposition. If the suspected misconduct involves a member of the Board or member of the Executive, that individual will be excluded from communications until the investigation is concluded. If the suspected misconduct involves the Chair of the Board, that individual will be excluded from communications and the Executive will conduct the investigation without the Chair.

## **REPORTING OF RETALIATION:**

Individuals who believe that retaliatory action has been taken against them because they have reported misconduct should forward all information and documentation to support their complaint to the Chair of the Board. Reports of retaliation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

If the result of the investigation indicates there is a credible case of retaliation or threat of retaliation, the Chair will refer the findings to the CORK Executive and recommend measures to safeguard the interests of the complainant. The CORK Executive may recommend disciplinary actions to be taken against the retaliator.

If the investigation reveals no credible case of retaliation or threat of retaliation, the complainant will be advised of other informal mechanisms on conflict resolution. Regardless of outcome, the complainant will receive the result of the investigation in writing from the Board Chair and the Executive will be informed.

## **APPEAL PROCESS:**

Should the complainant not be satisfied with the findings of the Board Executive or the Chair, they may make a direct appeal to the CORK Board within 20 business days of the receipt of the written report. Ruling from the Board will constitute the final disposition of the complaint.

**POLICY REVIEW:**

This policy will be reviewed every three years or as required by the CORK Executive to ensure it meets the needs of the organization.

Approval 2021-05-03