

## Whistle Blower Policy

### Purpose:

1. The purpose of this Policy is to allow people to have a confidential and safe process by which they can disclose incidents of perceived wrongdoing without fear of unfair treatment or reprisal.
2. The policy will provide guidelines on the reporting of perceived inappropriate, unethical, illegal, or fraudulent conduct including conduct prohibited by the Athletics Alberta Code of Conduct to prevent and address maltreatment within our sport.

### Application:

1. This policy applies to athletes, coaches, technical staff, officials, employees, Athletics Alberta Board of Directors/Committee members, contractors, and volunteers as well as actual and perceived incidents of wrongdoing within the activities of Athletics Alberta.
2. This policy applies to individuals and organizations (“persons”) that observe or experience incidents of wrongdoing and report such incidents or observations under the expectation that, except as may be required by law, their identity will not be disclosed to anyone other than the Safe Sport Officers to whom they submit their report. The “Safe Sport Officers” are individuals who are appointed by the Athletics Alberta Executive Committee to be the first point-of-contact for all complaint and discipline matters reported to Athletics Alberta.
3. The Safe Sport Officers may recommend to a person making a report under this Policy that the matter should be handled under Athletics Alberta’s Discipline and Complaints Policy and/or the Dispute Resolution Policy.
4. Matters reported under the terms of this Policy may be required by law to be referred directly to law enforcement agencies.

### Pledge:

1. Athletics Alberta pledges not to dismiss, penalize, discipline, retaliate or discriminate against any person who, in good faith, discloses information or submits a report against a person under the terms of this Policy.
2. Any individual affiliated with Athletics Alberta who breaks this Pledge will be subject to disciplinary action.

### Definitions:

1. Complainant: The Party reporting the alleged violation.
2. Respondent: The person or organization required to respond to the complaint.
3. Safe Sport Officers: Appointed by the Athletics Alberta Executive Committee to be the first point of contact and will manage the intake process and assess the appropriate action to be taken.

**Wrongdoing:** Inappropriate, unethical, illegal, or fraudulent conduct including but not limited to conduct prohibited by Athletics Alberta's Code of Conduct & Ethics, Athletics Alberta's policies or applicable laws. Further includes:

- a. Violating the law
- b. Intentionally or seriously breaching Athletics Alberta's Code of Conduct & Ethics or other policies in Athletics Alberta's Safe Sport Policy Manual.
- c. Creating or ignoring risks to the life, health, or safety of a Participant.
- d. Directing a person to commit a crime, serious breach of an Athletics Alberta policy, or other wrongful act.
- e. Fraud.

Reporting Wrongdoing:

1. A person who believes an incident of wrongdoing has occurred should complete the Safe Sport Complaint Form that includes the following:
  - a. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s).
  - b. Identities and roles of other individuals or groups (if any) who may be aware of, affected by, or complicit in, the wrongdoing.
  - c. Why the act or action should be considered an action of wrongdoing.

Authority:

1. Athletics Alberta has appointed the Safe Sport Officers to receive reports made under this Policy.
2. After receiving a report, the Safe Sport Officer has the responsibility to:
  - a. Assure the person of Athletics Alberta's 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).
  - c. Determine if this Policy applies.
  - d. Determine whether to recommend that the matter be handled under Athletics Alberta's Discipline and Complaints Policy and/or the Dispute resolution Policy.
  - e. Determine if the local police or RCMP service must be contacted.
  - f. Determine whether to recommend mediation or alternate dispute resolution be used to resolve the issue.
  - g. Determine whether the Chair of the Board and/or Chief Executive Officer should or can be notified of the report.
  - h. Begin an investigation.
  - i. Determine whether to consult, without revealing the identity of the person making the report, with the Chair and/or Chief Executive Officer about the responsibilities listed in this section.
  - j. Will not disclose the person's identity to anyone without the person's consent, except as may be required by law.



#### Alternate Liaison:

1. As an alternative to reporting the alleged wrongdoing to a Safe Sport Officer under this Policy, the person may choose to contact a third-party organization such as the Athletics Canada Commissioner's Office, the Sport Dispute Resolution Centre of Canada (SDRCC) or the Canadian Sport HELPLine.
2. A person who is unsure whether he, she or they should submit a report, or who does not want to have his, her or their identity known, may contact any of the Safe Sport Officers for informal advice about the process.

#### Investigation:

1. If the Safe Sport Officer determines that an investigation should be launched, the Safe Sport Officer will engage the VP Personnel to execute an investigation. The investigator will be chosen from a pool of individuals approved by the VP Personnel and their committee. The Safe Sport Officer will notify the Chair of the Board that an investigation will be conducted without the nature of the investigation, content of the report, or identity of the person who submitted the report being disclosed.
2. An investigation launched under this policy, should generally take the following form:
  - a. Follow up interview with the person who submitted the report
  - b. Identification of Participants who may have been affected by the wrongdoing.
  - c. Interviews with such-affected individuals.
  - d. Interview with the person(s) about whom the report was submitted.
3. In all stages of the investigation, the investigator will take every precaution to protect the identity of the person who submitted the report and the specific nature of the report itself. However, the Safe Sport Officer shall advise the person submitting the report that there are some instances where the nature of the report and/or the identity of the person who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.
4. The investigator will prepare and submit a report to the Safe Sport Officer for review and action.

#### Decision:

1. Within fourteen (14) calendar days after receiving the investigator's report, the Safe Sport Officer, in consultation with the Athletics Alberta President and/or the Executive Director, will recommend to the Personnel Committee the appropriate corrective action, if any, is 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. Discipline, suspension, termination, or other action as permitted by Athletics Alberta's bylaws, policies, and procedures.
2. Within fourteen (14) calendar days after receiving the recommendations of the Safe Sport Officer, the Board of Directors will render a decision concerning the corrective action, if any, to be taken.
3. Communication concerning the corrective action, if any, to be taken will be provided to the person who submitted the report at the conclusion of the matter.

#### Confidentiality:

1. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals, subject to legal requirements to report certain matters to government agencies, the local police service, RCMP or child protection agencies. However, persons reporting matters under this policy must recognize that requiring strict confidentiality may limit the ability of an investigator to investigate the alleged wrongdoing and the authority of Athletics Alberta to take certain corrective actions.

