



WHISTLEBLOWER POLICY

1. General

1.1. Purpose

The purpose of this Policy is to allow individuals to have a discreet and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

1.2. Application

This policy applies to individuals that observe or experience incidents of wrongdoing and report such incidents or observations under the expectation of privacy.

1.3. Wrongdoing

Wrongdoing may include but is not limited to:

- a. Violating the law.
- b. Intentionally breaching any of PMSC's Code of Conducts.
- c. Intentionally breaching any of PMSC's Policies or Operational Procedures.
- d. Committing or ignoring risks to the life, health, or safety of a participant, volunteer, worker, or other individual.
- e. Directing an individual or organization to commit a crime, a breach of an Ontario Soccer policy, or other wrongful act.
- f. Fraud

2. On-going Attention

2.1 Pledge

- a. PMSC pledges not to dismiss, penalize, discipline, retaliate or discriminate against any individual who discloses information or submits, in good faith, information under the terms of this policy.
- b. Any individual or organization affiliated with PMSC who breaks this pledge will be subject to disciplinary action.

3. Application

3.1 Reporting Wrongdoing

An individual or organization which believes an incident of wrongdoing has occurred should prepare a report 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 organizations who may be aware of, affected by, or complicit in, the wrongdoing.
- c. Why the act or action should be considered to be wrongdoing.

3.2 Authority

PMSC has appointed the role of *Vice President* to receive reports made under this Policy:

- vicepresident@petawawaminorsoccer.com

After receiving the report, the Vice President has the responsibility to:

- a. Assure the individual or organization of PMSC's Pledge.
- b. Connect the individual or organization to an alternate liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with the PMSC and/or the content of the report.
- c. 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).
- d. Determine if Ontario Soccer's Whistleblower Policy applies or if the matter should be handled under Ontario Soccer's Discipline and Complaints Policy or other applicable policy.
- e. Describe the implications and requirements of the use of other PMSC policies (Discipline and Complaints, Dispute Resolution, etc.).
- f. Determine if the local police service should be contacted.
- g. Determine if mediation or alternate dispute resolution can be used to resolve the issue.
- h. Determine if Ontario Soccer's Board of Directors, President and/or Chief

- Executive Officer should or can be notified of the report.
- i. Begin an investigation.

3.3 Confidentiality

Confidentiality at all stages of the procedures outlined in this Policy is required. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.