

<b>CATEGORY: 1.0 GOVERNANCE &amp; STRATEGIC DIRECTION POLICIES</b>			
<b>SECTION: 1.9 General Policies</b>			
<b>POLICY: 1.9.10 Whistleblower Policy</b>	<b>APPROVED: Jan 2018</b>	<b>REVISED: July 2019 January 2021 Dec 2022</b>	<b>PAGES: 5</b>

**Definition:**

**The following terms are defined within this policy as:**

- a) A whistleblower is a person who exposes any kind of information or activity that is deemed illegal, unethical, or immoral within an organization that is either private or public.

**Preamble:**

- 1. The Canadian Paralympic Committee (CPC) is committed to providing a safe welcoming and inclusive environment for everything within its sphere of influence and when carrying out all of its activities. CPC is an athlete-centred organization which has identified the meeting of athlete needs as one of its top priorities. CPC commits to treating all individuals with respect which is characterized by the values of fairness, integrity and open communication, and without discrimination. CPC is also committed to ensuring safe sport related policies are well communicated to its stakeholders.

**Purpose and Application:**

- 1. The purpose of the Whistleblower Policy is to encourage and enable CPC staff, volunteers, sport members and members of the public to report any illegal, unethical, or immoral activity concerning financial or operational matters, pertaining to the CPC, without fear of reprisal.
- 2. Individuals have a duty to report any activity which:
  - a) they believe contravenes the law;
  - b) represents a real or perceived conflict of interest, or a serious breach of a CPC policy;
  - c) represents a misuse of the CPC's funds or assets; or
  - d) represents a danger to personal health/safety, public health, safety, and/or the environment.
- 3. This policy provides direction regarding the process for reporting questionable activity and the resolution of such reports.

**Rationale**

- 4. The CPC is committed to maintaining a high standard of public trust and confidence with its stakeholders. As a result, the CPC requires the observation of high standards of fiduciary business and personal ethics in the conduct of the duties and responsibilities of all CPC participants.

5. All CPC participants have an obligation to report questionable activity regarding financial or operational matters, including violations of federal or territorial/provincial law, and violations of the CPC's policies and/or the CPC bylaws.

### **Applicability**

6. The Whistleblower Policy applies to all CPC participants at all times, during the course of their work in sport and also during other activities where their conduct may affect the work and sport environment, whether that be at the CPC offices, at meetings of the CPC, at Games or at any other location, whether in Canada or abroad.
7. CPC participants include all persons engaged in any paid or volunteer capacity with the CPC or otherwise under the jurisdiction of the CPC. Without limiting the reach of this policy, CPC participants include:
  - a) CPC directors, officers, members and volunteers;
  - b) CPC employees and persons under contract with the CPC;
  - c) All athletes eligible for nomination to, or forming part of, any team participating in sport competitions over which CPC has jurisdiction; and
  - d) All persons working with those teams or athletes, including coaches, medical and paramedical personnel, sports federation representatives, and other support persons.

### **Policy Statements**

#### Whistleblowers

8. Concerns should be reported using the CPC's prescribed procedures for filing reports, through written reports and in other forms that are permitted. CPC may also initiate a written report on behalf of an anonymous Whistleblower when warranted.
9. If the matter relates to a Maltreatment prohibited behavior as defined under the Universal Code of Conduct to Prevent Maltreatment ("UCCMS"), the whistleblower shall report the matter directly to Office of the Sport Integrity Commissioner ("OSIC").
10. The CPC shall:
  - a) treat all reported incidents in a confidential manner and with due care to the extent possible, consistent with the need to conduct an adequate investigation. A Whistleblower may provide a report anonymously. The CPC will make its best efforts to protect the identity of a Whistleblower; and
  - b) treat fairly all parties to an investigation.

#### Reprisals

11. Any person who reports a concern in good faith will not be subject to reprisal or other adverse consequences as a result of submitting a report.
12. Any CPC participant who retaliates against someone who has reported a concern in good faith will be subject to sanctions. Any participant who is found to be in violation of this policy (e.g., harassment of the Whistleblower) shall be addressed with under *CPC's Conduct and Discipline Policy*.

13. Any CPC participant who has reasonable grounds to believe that a reprisal has been taken against him or her may file a complaint under the CPC's *Workplace Violence and Harassment Policy* and the complaint will be investigated as if the alleged reprisal was a breach of that policy.
14. None of the protections afforded to a Whistleblower under this policy shall apply to protect a person who intentionally makes false accusations. The CPC may sanction a participant in such circumstances.

## **Procedure**

15. A concern can be reported in confidence using the CPC's Whistleblower Form and submitting it to the Chief Executive Officer or in the event that the Chief Executive officer (CEO) is in conflict to the Chair of the Human Resources and Workplace Health Committee (HRWHC). The CEO or Chair of the HRWHC will share the form with the utmost confidence to any individual identified as supporting the process (the "Resource Person").
16. A concern pertaining to the CPC *Workplace Violence and Harassment Policy* will be dealt with in accordance with that Policy. All other matters will be reviewed and, if warranted, the CEO or in case that the CEO is in conflict, the HRWHC Chair will initiate an investigation, and at the conclusion of that process will make appropriate recommendations to the CPC Board of Directors. The CEO and/or the HRWHC Chair has the authority to retain outside counsel, accountants, investigators, and other resources deemed necessary to conduct a full and complete investigation of the concern.
17. The Committee Chair may also refer a matter to a more appropriate authority (i.e., WADA, RCMP, NSO).
18. If wrongdoing is found, appropriate remedial actions will be taken and/or sanctions imposed.
19. Except when a report is anonymous, the Whistleblower will be advised once the review and/or investigation of a matter has been completed, and if warranted may be provided information about the outcome.
20. In any year in which a concern has been reported, the CEO and HRWHC Chair will summarize the reported concerns and activities under this policy, and the Human Resource and Workplace Health Committee will receive a report from the CPC Resource Person of any reports, complaints or appeals under the CPC *Workplace Violence and Harassment Policy*. In addition, a quarterly summary report will be provided by to the CPC Board of Directors in-camera.
21. The CEO and the HRWHC Committee Chair and the CPC resource person shall forward to the CPC CEO, the (sealed) documentation resulting from every report received under this policy unless the CEO is in conflict.
22. Questions relating to this Whistleblower Policy should be directed to either the CEO or the HRWHC Chair at the email addresses listed on the form.



## In-Confidence CPC Whistleblower Form

Whistleblower Form submitted to:

Chief Executive Officer  
Karen O'Neill  
or

Chair, Human Resources and Workplace Health Committee  
Ellen Waxman

The Canadian Paralympic Committee will treat all disclosures in a confidential, sensitive and timely manner. The process has been designed so as to protect your identity when communicating your concern. This Whistleblower Form allows you the opportunity to provide your name and contact information in confidence as this information may assist us in investigating your concern. Should you not wish to provide your name, reported incidents will still be accepted and investigated if sufficient documentation and evidence is provided to substantiate the claim.

### Instructions

Please provide as much detail as possible.

1. Please describe the nature of your concern. Include sufficient information for an independent person to understand the concern and to enable further investigation.
2. Please provide details with respect to the location and/or date of the incident (e.g., region, event, specific location, department, etc.) and how you became aware of it.
3. Please state the full name, title and role of each individual whom you suspect of wrongdoing.
4. How many times has this incident taken place (if applicable)?
5. How long has this incident been taking place (if applicable)?
6. Would you be willing to provide your name and contact information? (Please note that this is optional however, as stated in the CPC Whistleblower policy, your identity will be kept confidential to the extent possible and treated with due care, consistent with the need to conduct an adequate investigation.)

No. We may not be able to follow up with you.



- Yes. If yes, please provide your name, email, and telephone number for follow up purposes.

Please return your completed form, in confidence to:

**Chair, CPC Human Resources and Workplace Health Committee**

Ellen Waxman

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