


<b>TYPE:</b>	<b>POLICY</b>		
<b>CHAPTER:</b>	<b>BOARD GOVERNANCE</b>		
<b>SECTION:</b>	<b>Operating Overview – Code of Ethics</b>		
<b>SUBSECTION:</b>	Whistle Blower		
<b>Policy #</b>	20.30.141	<b>Effective Date:</b>	November 21, 2024
<b>Authority:</b>	Board of Directors/ President/ Executive Director	<b>Date of Last Review:</b>	

**Policy:**

The BBBS of Yorkton and Area is committed to upholding the highest ethical standards. The Agency shall conduct service with maximum integrity and achieve full compliance with all applicable laws, rules and regulations. In line with this commitment, BBBS of Yorkton and Area provides an avenue for its employees, Board members and other stakeholders to report any concerns they may have about the activities covered by this policy and to be assured that they will be protected from reprisal or victimization for reporting their concerns in good faith.

This policy covers instances where an employee, Board member, volunteer or other stakeholder has evidence of activity by any BBBS officer, employee, Board member or consultant (including external auditors) that to their knowledge constitutes:


- Accounting, auditing, or other financial reporting fraud or misrepresentation;
- Violations of federal or provincial laws that could result in fines or civil damages payable by BBBS of Yorkton and Area, or that could otherwise significantly harm the organizations reputation or public image;
- Unethical business conduct in violation of any BBBS of Yorkton and Area policy;
- Harassment, bullying, mistreatment, the use of threats or the making of unfair demands by any employee(s) or Board member(s);
- Danger to the health, safety, or well-being of employees, Board members and/or the general public; or
- Harassment, retaliation, or discrimination, stemming from having reported a Reportable Activity.

Retaliation in any form will not be tolerated. Any violation of this Policy may subject the violator to disciplinary action, which may include, in appropriate circumstances, termination of employment and/or legal action. Making a complaint not in good faith will be viewed as a serious offence, and may be subject to discipline up to an including discharge of an employee, and/or the severing of the relationship with a Board member, supplier or other stakeholder.

**Procedure for Making a Complaint:**

To file a complaint or Reportable Activity, the form below must be completed and forwarded on a confidential basis to the Executive Director or President.

If the complaint concerns the President or Executive Director, the report will be forwarded to the National Chair.

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**COMPLAINT FORM**

**Name:**

Role at Big Brothers Big Sister (if applicable):

- Volunteer (BBBS Mentor)
- Volunteer (Board Member)
- BBBS Service Client (Parent/Guardian of Mentee)
- Agency Staff
- Donor
- Other (Specify) \_\_\_\_\_

Supervisor Name (if applicable) \_\_\_\_\_


Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Reportable Activity

Date of Reportable Activity: \_\_\_\_\_

The Reportable Activity is:

- Ongoing
- Completed
- Unclear whether it is ongoing or completed

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Is this report ABOUT the President and/or CEO

Yes

No

Individual(s) Suspected of Reportable Activity:

How did you become aware of the Reportable Activity?

Describe the steps you took prior to completing this Report

Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature