



THE LAKE OF BAYS SAILING CLUB INC.

Protection & Complaint Resolution Policy (Whistle Blower)

In keeping with The Lake of Bays Sailing Club Inc.'s ("LBSC") goal of maintaining the highest standards of conduct and ethics, we will investigate complaints of suspected fraudulent or dishonest use or misuse of our resources or property by staff, board members, consultants, volunteers, or members/participants. To maintain the highest standards of service, LBSC will also investigate complaints concerning its programs and services. Additionally, LBSC will not retaliate against an employee who, in good faith, raised a complaint against some practice of the club, or of another individual or entity with whom the club had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

We are committed to using ensuring our established and implemented policies and procedures enable individuals to come forward with information on illegal practices or violations of organizational policies.

Staff, board members, volunteers, and all our stakeholders are encouraged to report suspected fraudulent or dishonest conduct or problems with services provided, following the procedures set forth below. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported to the Commodore. If, for any reason, a person finds it difficult to report his or her concerns to this individual, they may report the concerns directly to any member of the Board of Director's Executive. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals on the Board's Executive.

Investigation

All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person and their supervisor, if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain and protect confidentiality, to the best of their ability as the situation allows.

Protection

No director, officer, employee, volunteer, or member/participant who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning LBSC's programs and services shall suffer harassment, retaliation, or adverse employment or other consequence. An employee who retaliates against someone who has reported a violation in good faith is





subject to discipline up to and including termination of employment. This Protection & Complaint Resolution Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization. The Policy is in addition to any non-retaliation requirements contained in the club's human resource policies and those required by law.

This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Individuals making complaints must be cautious to avoid baseless allegations; employees who intentionally make false allegations are subject to disciplinary action in accordance with the club's human resource policies.

Reviewed and Approved by
The Board of Directors
June 6, 2022



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