



# Whistleblower Policy

Date Approved	Date of Last Review	Date of Last Revision
August 20, 2020	August 20, 2020	February 2024

## Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Director*” – An individual appointed or elected to Racquetball Ontario’s Board of Directors;
  - b) “*Worker*” – An individual who has signed an Employment Agreement or Contractor Agreement with Racquetball Ontario.

## Purpose

2. The purpose of this Policy is to allow Workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

## Application

3. This Policy only applies to Workers who observe, or experience incidents of wrongdoing committed by Directors or by other Workers.
4. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by Racquetball Ontario can be reported under the terms of Racquetball Ontario’s *Discipline and Complaints Policy* and/or reported to Racquetball Ontario’s Board or Executive Director to be handled under the terms of the individual Worker’s Employment Agreement or Contractor Agreement, as applicable, and/or Racquetball Ontario’s *Human Resources Policy*.
5. Matters reported under the terms of this Policy may be referred to be heard under Racquetball Ontario’s *Discipline and Complaints Policy*, at the discretion of the Compliance Officer.

## Wrongdoing

6. Wrongdoing can be defined as:
  - a) Committing a criminal act;
  - b) Intentionally or seriously breaching of Racquetball Ontario’s *Code of Conduct and Ethics*;
  - c) Intentionally or seriously breaching Racquetball Ontario’s policies for workplace violence and harassment;

- d) Committing or ignoring acts that risk the life, health, or safety of a participant, volunteer, Worker, or other individual;
- e) Committing or attempting an act of fraud;
- f) Conspiring with, or counselling, others to commit breaches of this section.

### **Pledge**

- 7. Racquetball Ontario pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against a Worker or a Director under the terms of this Policy.
- 8. Any individual affiliated with Racquetball Ontario who breaks this Pledge will be subject to disciplinary action.

### **Reporting Wrongdoing**

- 9. Report according to the Racquetball Ontario's Discipline and Complaints policy and identify that the complaint is a Whistleblower complaint.