

The Canadian Fair Trade Network
Whistleblower Policy

Effective Date:

Approved by:

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to a Member of the Board of Directors or the Executive Director.
2. The Whistleblower can report the event with their identity or anonymously.
3. The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
4. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
5. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including severing the relationship with the organization.
6. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
7. Board members or the Executive Director who receive the reports must promptly act to investigate and/or resolve the issue.
8. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
9. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then they has the right to report the event to the appropriate legal or investigative agency.
10. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.