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GLOUCESTER DRAGONS SOCCER CLUB

1-5510 Canotek Road
Gloucester, Ontario

613-749-4029
dragonsoccer.ca

WHISTLEBLOWER POLICY

General

Purpose

This policy sets out a discrete and safe procedure that members can follow to disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

Application

This policy applies to members who observe or experience incidents of wrongdoing and report such incident or observations under the expectation of privacy.

Wrongdoing

Wrongdoing may include but is not limited to:

- a. Violating the law
- b. Intentionally breaching the Dragons' Code of Conduct
- c. Intentionally breaching the Dragons' policies, including those related to workplace violence and harassment
- d. Committing or ignoring risks to the life, health, or safety of a participant, volunteer, worker, or other individual
- e. Directing an individual or organization to commit a crime, a breach of a Dragons' policy, or other wrongful act
- f. Fraud

Ongoing Attention

Pledge

The Gloucester Dragons pledge not to dismiss, penalize, discipline, or retaliate or discriminate against any individual who discloses information or submits information in good faith under this policy.

Any Dragons' member who breaks this pledge will be subject to disciplinary action.



Application

Reporting Wrongdoing

An individual who believes an incident of wrongdoing has occurred should prepare a report that includes the following:

- a. A written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s)
- b. The identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing
- c. Why the act or action should be considered to be wrongdoing

Authority

The Gloucester Dragons have appointed the following individual to receive reports made under this policy: Gloucester Dragons Corporate Secretary secretary@dragonsoccer.ca. Should it be necessary (for example, Corporate Secretary absence or potential involvement in the situation), the report shall be sent to any of the other Gloucester Dragons' officers: President, Vice-President or Treasurer.

After receiving the report, the Corporate Secretary (or other officer) has the responsibility to:

- a. Assure the whistleblower of the Dragons' pledge.
- b. Connect the whistleblower to an alternate liaison if the whistleblower feels that he or she cannot act in an unbiased or discrete manner due to his or her role with the Gloucester Dragons and/or the content of the report.
- c. Determine whether the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious).
- d. Determine if the Dragons' Whistleblower Policy applies or if the matter should be handled under Ontario Soccer's Discipline and Complaints Policy or other applicable policy.
- e. Describe the implications and requirements of the use of other Ontario Soccer policies if required (Discipline and Complaints, Dispute Resolution, etc.).
- f. Determine whether the local police service should be contacted.
- g. Determine whether mediation or alternate dispute resolution can be used to resolve the issue.
- h. Determine whether the Dragons' board of directors or president should be notified of the report.
- i. Record, in a confidential file, the whistleblower's report and any actions taken. The file shall be kept for a period of two years.
- j. Conduct an investigation.

Confidentiality

Confidentiality at all stages of the procedures outlined in this policy is required. An individual who intentionally breaches the confidentiality clause of this policy will be subject to disciplinary action.