

Whistleblower Protection Policy

The Prince Edward Island Humane Society requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Prince Edward Island Humane Society, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Prince Edward Island Humane Society can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Prince Edward Island Humane Society's code of ethics or suspected violations of law or regulations that govern the Prince Edward Island Humane Society.

No Retaliation

It is contrary to the values of the Prince Edward Island Humane Society for anyone to retaliate against any Board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Prince Edward Island Humane Society. 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.

Reporting Procedure

The Prince Edward Island Humane Society has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or one of the contacts noted at the end of this document depending on the topic. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Prince Edward Island Humane Society's designated

Board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director.

Compliance Officer

The Prince Edward Island Humane Society is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The designated member will advise the Executive Director [and/or the Board of Directors] of all complaints and their resolution and will report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Prince Edward Island Humane Society's contact will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officers

The Prince Edward Island Humane Society has two designated compliance contacts: one for Audit and Financial situations, and one for legal or Human Resources issues.

Contacts:

Financial

PEIHS Board of Directors - Treasurer

Legal or Human Resources

PEIHS Board of Directors – President

Or

PEIHS Board of Directors – Vice President

Date last modified: May 26, 2020

Measured by: Internal Report; Direct Board Inspection

Accountability Schedule: Annually - January