

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	<b>Whistleblower Policy</b>	Revised Date:	Sept 8, 2018
			Sec 1, 3C
		Reviewed:	July 23, 2018

## **WHISTLEBLOWER POLICY**

### 1. Response to Ethical and Moral Situations

- a. NLLS recognizes that personnel may be confronted in their positions with ethical and or morally challenging situations that are unclear, uncomfortable, challenging and/or push at the limits of personal and professional boundaries.
  - i. NLLS management will maintain confidentiality with the information that is presented from the employee(s) and act on it accordingly  
Reference: Grievance Policy
  - ii. Employee(s) will be reminded to read Code of Ethics provided by NLLS to see if that clears up the situation. See Reference: Code of Ethics Policy
  - iii. Employee(s) will report ethical/moral situation concerns directly to the Executive Director and/or a designate.
  - iv. Employee(s) will report ethical/moral situation concerns directly to the Board Chair if the situation pertains to the Executive Director.
  - v. NLLS will encourage the employee(s) to seek expert opinion if comfort is not found within the organization directly.

### 2. WHISTLEBLOWERS

- a. NLLS realizes that whistleblowers are people who act in 'good faith' and feel obligated to report:
  - i. A criminal offence.
  - ii. A breach of a legal obligation.
  - iii. A miscarriage of justice.
  - iv. A danger to the health and safety of any individual. Reference Occupational Health and Safety Website.
  - v. The deliberate covering up of information tending to show any of the above.

3. It would be the preference of NLLS for the concerned person to approach the Executive Director or another department manager who has the trust of the person. The Executive Director or NLLS management staff would look very carefully at the situation that has raised the concern of the individual and would work to satisfy all concerns. The confidentiality of the reporter will be respected, and it will be considered a serious offense to breach information outside of management and/or outside supports.
4. It will be considered a serious matter if the whistleblower is victimized by ANY personnel, management or otherwise, and disciplinary measures up to and including termination of employment will be considered. If personnel (whistleblower) has been found to have maliciously made a false accusation, then disciplinary measures up to and including termination of employment will be considered.

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NLLS Executive Board Chair

Sept 8, 2018  
Date of Approval