

Whistleblower Policy

The Whistleblower Policy is intended to encourage and enable employees to raise serious concerns about illegal or unethical activity within the organization prior to seeking resolution outside the organization. Christian Horizons encourages constituents to bring forward verifiable information about wrongdoing. A whistleblower is an employee who reports an irregularity which is illegal or unethical. Whistleblowers will be protected from reprisal when they do so in a manner consistent with this policy.

Employees shall first discuss any concerns with their immediate supervisor. If employees feel that any matters remain unresolved, they should report concerns by leaving a message with the Privacy Officer at **519-783-6818**. The Privacy Officer will notify the Whistleblower and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly reviewed and analyzed by the Committee for appropriate follow up. The Whistleblower will be advised when the investigation is complete.

Whistleblowers must act in good faith. They must have reasonable grounds to believe the information they disclose indicates an illegal or unethical activity. No person who in good faith makes a Whistleblower complaint shall suffer reprisal or retaliation including an adverse employment consequence. Any allegations which prove to have been made maliciously, or are knowingly false, will be viewed as a serious disciplinary offense invoking corrective action up to and including termination of employment.

The complete policy can be found in the Christian Horizons Reference Manual, section E.8.3.1.