

	Human Resources Policies & Standards 3. Respectful Workplace	Executive Director	 Heather Morley
		Manager, Human Resources	Marj Kyle
		Scope	Executive Team Management All IFTC Staff

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	Whistleblower Line	Effective Date	December 2020
		Revised Date(s)	May 2016 June 2012

IFTC provides the Whistleblower Line as a means for current and former employees, volunteers and IFTC stakeholders to anonymously report situations that they believe to be illegal, unethical and/or in violation of the IFTC *Code of Conduct*.

It is important to note that the Whistleblower Line is not intended for conflict resolution.

Acts of wrongdoing should be reported immediately, including:

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| <ul style="list-style-type: none"> • Theft • Fraud • Incorrect Financial Reporting • Unlawful or Illegal Activities | <ul style="list-style-type: none"> • Violence • Harassment • Abuse of Power |
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Any delays in reporting acts of wrongdoing to the Whistleblower Line can make the case more difficult to establish.

1. The complainant is expected to act in good faith and provide sufficient details and information in order to establish a reason for concern. IFTC may initiate follow up with a complainant if more information is required.
2. The complainant will be protected from reprisals.
3. IFTC will do everything it can to protect the privacy of the individuals involved and to ensure that they are treated fairly and respectfully. IFTC will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

When a report is filed, an investigation will be initiated. IFTC may involve other employees, an external investigator, legal counsel and/or other advisors, as may be deemed appropriate to assist with the investigation.

- The results of the investigation will be shared with the complainant as appropriate and within a reasonable period of time.

It is a violation of IFTC policy to knowingly make a false complaint of wrongdoing or to provide false information about a complaint.

- Employees who violate this policy are subject to disciplinary or corrective action, up to and including termination of employment.

All records of workplace wrongdoing reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

Levels of Responsibility

The Manager, Human Resources is responsible to post information and inform employees of the purpose and process to contact the Whistleblower Line.

Currently, IFTC employees may contact *ClearView Connects* via:

24/7 Hotline	1.833.891.3210 > may choose to speak to a live agent or leave a voicemail
Website	http://www.clearviewconnects.com
Mail	ClearView Connects PO Box 11017 Toronto, Ontario M1E 1N0