

Whistleblower Policy

Purpose

1. Esport Canada is committed to fostering an environment conducive to open communication regarding the business practices of Esport Canada and to protecting Workers from unlawful retaliation and discrimination for their having properly disclosed or reported illegal or unethical conduct.
2. To further this commitment, this Policy:
 - a) establishes guidance for the receipt, retention and treatment of verbal or written reports received by Esport Canada from a Worker regarding actions that (i) are illegal, unethical or contrary to Esport Canada's policies in respect of accounting, internal controls, disclosure, or business practices or (ii) constitute discrimination, harassment, violence or abuse against a Worker by a Director or another Worker;
 - b) provides Workers who make a report with a means to make reports in a confidential and anonymous manner; and
 - c) demonstrates Esport Canada's intention to discipline any person who commits an act of retaliation or reprisal against a Worker up to and including termination of employment for just cause, in the case of employees.

Application

3. This policy only applies to Workers who observe, or experience incidents of wrongdoing committed by directors or by other Workers.
4. Incidents of wrongdoing or misconduct observed or experienced by Organizational Participants, volunteers, spectators, parents of Organizational Participants, or other individuals not employed or contracted by Esport Canada can be reported under the terms of the *Discipline and Complaints Policy* and/or reported to Esport Canada's Board of Directors or senior staff person to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or Esport Canada's policies for human resources.
5. Matters reported under the terms of this policy may be referred to be heard under the *Discipline and Complaints Policy*, at the discretion of the Ethics and Integrity Officer ("EIO").
6. Any violation of this Policy that may be considered "Prohibited Behaviour" or "Maltreatment" (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated as a CSSP Participant, will be handled pursuant to the policies and procedures of the CSSP, subject to the rights

of Esport Canada as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.

Wrongdoing

7. Wrongdoing can be defined as:
- a) violating the law;
 - b) intentionally or seriously breaching of the *Code*;
 - c) committing or ignoring risks to the life, health, or safety of an Organizational Participant, volunteer, Worker, or other individual;
 - d) committing financial irregularities (i.e., fraud, misappropriation or unauthorized use of funds);
 - e) suppression or manipulation of evidence, witnesses or reports;
 - f) non-compliance with governance best practices, including principles outlined in the Sport Governance Code;
 - g) Retaliation against any person who reports wrongdoing in good faith (i.e., reprisal)
 - h) directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or
 - i) fraud.

Pledge

8. Esport Canada pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against another Worker or director under the terms of this policy.
9. Any individual affiliated with Esport Canada who breaks this **Pledge** will be subject to disciplinary action.

Reporting Wrongdoing

10. A Worker who believes that a director or another Worker has committed an act of wrongdoing 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 or Workers (if any) who may be

- aware of, affected by, or complicit in, the wrongdoing;
 - c) why the act or action should be considered to be wrongdoing; and
 - d) how the wrongdoing affects the Worker submitting the report (if applicable).
11. Any and all reports must be made in good faith. Knowingly submitting false or malicious allegations may result in disciplinary measures under Esport Canada's *Discipline and Complaints* policy.

Authority

12. The Ethics & Integrity Officer (EIO) has been appointed to receive reports made under this policy:

Insert Contact Information

13. After receiving the report, the EIO has the responsibility to:
- a) assure the Worker of the **Pledge**;
 - b) connect the Worker to the Alternate Liaison if the individual feels that they cannot act in an unbiased or discrete manner due to the individual's role with Esport Canada and/or the content of the report;
 - c) determine if 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) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith;
 - d) determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy*;
 - e) determine if the local police service be contacted;
 - f) determine if mediation or alternative dispute resolution can be used to resolve the issue;
 - g) determine if Esport Canada's President and/or senior staff person should or can be notified of the report; and
 - h) begin an investigation.

Alternate Liaison

14. If the Worker feels that the EIO is unable to act in an unbiased or discrete manner

due to the individual's role with Esport Canada and/or the content of the report, the Worker should contact the following individual who will act as an independent liaison between the Worker and the EIO:

Insert Contact Information

15. The Alternate Liaison will not disclose the Worker's identity to the EIO or to anyone affiliated with Esport Canada without the Worker's consent.
16. A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

17. If the EIO determines that an investigation should be launched, the EIO may decide to contract an external investigator – the Designated Independent Reviewer (DIR). In such cases, Esport Canada's President and/or senior staff person may be notified that an investigation conducted by a DIR is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the report being disclosed. Esport Canada's President and/or senior staff person may not unreasonably refuse the decision to contract an external investigator.
18. An investigation launched by the EIO, Alternate Liaison or by DIR should, generally, take the following form:
 - a) follow-up interview with the Worker who submitted the report;
 - b) identification of Workers, Organizational Participants, volunteers or other individuals that may have been affected by the wrongdoing;
 - c) interviews with such-affected individuals;
 - d) interview with the director(s) or Worker(s) against whom the report was submitted; and
 - e) interview with the supervisor(s) of the Worker(s) against whom the report was submitted, if applicable.
19. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to Esport Canada's President and/or senior staff person for review and action.
20. Where necessary, following the interviews with affected individuals, the DIR may be required to review applicable communications, including chat logs, social media posts, recordings, and other digital evidence. Online conduct will be treated with

the same level of seriousness as in-person behaviour

Decision

21. Within thirty (30) days after receiving the Investigator's Report, Esport Canada's President and/or senior staff person will take corrective action, as required. Corrective action may include, but is not limited to including:
 - a) enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
 - b) revision of job descriptions; or
 - c) discipline, suspension, termination, or other action as permitted by the By-laws, territorial employment legislation, applicable policies for human resources, and/or the Worker's Employment Agreement or Contractor Agreement.
22. The corrective action, if any, will be communicated to the DIR who will then inform the Worker who submitted the report.
23. Decisions made under the terms of this policy may be appealed under the terms of the *Appeal Policy* provided that:
 - a) if the Worker who submitted the initial report is appealing the decision, the Worker understands that their identity must be revealed if they submit an appeal; and
 - b) if the director or Worker against whom the initial report was submitted is appealing the decision, the Worker or director understands that the identity of the Worker who submitted the report will not be revealed and that Esport Canada will act as the Respondent.

Record Keeping and Reporting

24. All complaints, reports, and resolutions will be documented and stored securely. A summary of complaints and outcomes will be reviewed annually by the Board (names redacted). The Board may commission an external audit of Safe Sport processes periodically to ensure compliance with best practices.

Confidentiality

25. Confidentiality at all stages of the procedures outlined in this policy – from the initial report to the final decision – is the goal for all individuals (the Worker, the Worker(s), or director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this policy will be subject to disciplinary action.
26. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, Esport Canada recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.