



# Whistleblowing Policy

Policy Adopted on: 10/31/2019



### Purpose

The Cheer Canada Policy on Conduct (“Conduct Policy”) which is available at: [www.cheerleadingcanadainc.com](http://www.cheerleadingcanadainc.com), outlines the behavior expectations and standards of all Cheer Canada Participants (as defined below). It is in the interest of all Cheer Canada Participants that concerns regarding Cheer Canada Participants’ conduct at Cheer Canada Activities (as defined below) be promptly reported so that they can be properly addressed. The purposes of this Cheer Canada Whistleblowing Policy (“Policy”) are (i) to encourage and enable Cheer Canada Participants to raise any concerns about behavior, to report any prohibited behavior, or any breach, or potential, or suspected breach of the Conduct Policy without fear of reprisal, and (ii) to provide for anonymous reporting. Such individuals raising these concerns are referred to as “Whistleblowers”.

### Rationale

It is an honor and privilege to be involved in the sport of Cheerleading. To maintain and continue the development of the positive image of the sport, it is expected that Cheer Canada employees, contractors, members, registrants, and volunteers conduct themselves with integrity and to the highest standards of conduct, in accordance with Cheer Canada values.

Cheer Canada Participants are expected to conduct themselves in all matters involving or impacting the Cheer Canada, and where they may be seen to be representing Cheer Canada, in a manner that is fully consistent with the highest standards of behavior upon which Cheer Canada’s reputation rests. At all times, Cheer Canada Participants’ behavior must reflect and not compromise the trust of Cheer Canada’s stakeholders.

In order to further Cheer Canada’s commitment to having a positive, safe and respectful environment, this Policy facilitates the reporting of any concerns about behavior, or of any prohibited behavior or of any breach, or potential or suspected breach of the Conduct Policy by providing an additional mechanism to report such behavior, including, if desired, reporting anonymously.

### Applicability

This Policy applies at all times, wherever Cheer Canada work or activities take place, which includes locations in Canada and abroad, and includes all activities over which Cheer Canada has jurisdiction (collectively “Cheer Canada Activities”). This Policy applies to all Cheer Canada participants, which include all persons engaged in any paid or volunteer capacity with Cheer Canada or otherwise under the jurisdiction of Cheer Canada (“Cheer Canada Participants”). Without limiting the foregoing, Cheer Canada Participants include the following when they are or would be reasonably perceived as representing Cheer Canada and involved in Cheer Canada Activities:

- a) Cheer Canada directors, officers, committee members and volunteers;
- b) Cheer Canada employees, interns and persons under contract with Cheer Canada;
- c) all athletes eligible for nomination to, or forming part of, any team participating in sport competitions over which Cheer Canada has jurisdiction or in any activity in which it is reasonable to believe such individuals are representing Canada; and
- d) all persons working with those teams or athletes, including coaches, medical and paramedical personnel, sports federation representatives, and other support persons.

### Policy Statements

All Cheer Canada Participants are expected to promptly report any behavior of which they become aware that may constitute a breach of the Conduct Policy or contravenes the law. This includes situations where the breach is suspected, provided the Cheer Canada Participant has reasonable grounds to believe such suspicion is true.

No person who is the subject of the report, or who has a material interest in the matter shall participate in the initial review and assessment procedure described below (except as a party, if applicable).

### Confidentiality



Cheer Canada will use reasonable efforts having regard to the circumstances, to conduct the initial review and assessment in confidence, including where reasonably possible, protecting the anonymity of the Whistleblower.

To the extent possible, reports, complaints, witness statements and other documents produced under this Policy or shared in an investigation, shall be held in confidence by Cheer Canada, provided that, no guarantees of confidentiality may be made by Cheer Canada. Circumstances in which information may be shared include, without limitation:

- a) when criminal conduct may be involved;
- b) when it is felt to be necessary to protect others from harassment, discrimination, violence or any other potential breach of the Conduct Policy;
- c) when required to ensure fairness or natural justice in the procedures contemplated by this Policy;
- d) in the course of an investigation by a law enforcement agency;
- e) to protect the interests of Cheer Canada; and
- f) when required by law.

### Reprisals

Any person who reports a concern in good faith will not be subject to reprisal or other adverse consequences as a result of submitting a report.

Any Cheer Canada Participant who has reasonable grounds to believe that a reprisal has occurred may file a complaint under the Conduct Policy. Any Cheer Canada Participant who retaliates against someone who has reported a concern in good faith will be subject to sanctions in accordance with the Conduct Policy.

For the purpose of this Policy, knowingly making a groundless or false allegation, or knowingly providing false information shall also be deemed a reprisal and may be subject to sanctions under the Conduct Policy.

### Procedure

A concern can be reported in confidence using the Cheer Canada's online Whistleblower Form, or by mail. All reporting information is outlined on the attached Whistleblower Form.

The Whistleblower Form will be received by the Cheer Canada's Chair of the Audit Committee with a copy to the President, for initial review and assessment. In the event the matter being reported involves the Audit Committee Chair or President, the matter may be reported to the Vice Chair of the committee and/or to the Vice President, which person shall assume the responsibilities of the chair of that committee for the purposes of this matter under the Policy.

The Audit Committee Chair may, with discretion, engage the assistance of the President and, in circumstances where the matter does not involve a report related to financial matters, the Audit Committee Chair may, in its discretion, turn carriage of the matter over to the President to oversee the initial review and assessment.

Following the initial review and assessment, if it has been determined that the matter merits further review and action, the Chair with carriage of the matter ("Committee Chair") will so advise Cheer Canada's Executive Director and Cheer Canada's President and the matter shall thereafter be handled in accordance with the Conduct Policy. If the Cheer Canada President is the subject of the report or has a material personal interest in the matter, the Chair will turn the matter over to the Vice President and the matter shall thereafter be handled in accordance with the Conduct Policy.

As part of the initial review and assessment, the Committee Chair shall have the following rights and authority:

- a) to retain outside counsel, accountants, investigators and other external resources or engage or inform internal resources, as deemed necessary to conduct an appropriate initial review and assessment to determine whether the matter necessitates a more fulsome review as outlined in the Conduct Policy or to otherwise manage the situation;



- b) to share such information as is deemed necessary to ensure the effective resolution of any complaint in the most appropriate forum;
- c) to refer a matter to a more appropriate authority (e.g. WADA, RCMP, NSF, Sport Canada); and
- d) at the Committee Chair's sole discretion, to place a complaint in abeyance pending the resolution of a similar or other related complaint first.

Except when a report is anonymous, the Whistleblower will be advised once the initial review and assessment of a matter has been completed, and if the matter has been provided to the Cheer Canada President for further investigation in accordance with the Conduct Policy. In such circumstances, the Whistleblower shall be directed to the Conduct Policy.

In any year in which a concern has been reported through the Whistleblower mechanisms, a summary of the reports filed, and actions taken under this Policy will be provided to the AFRM Committee.

The Committee Chair shall forward to the Cheer Canada President the documentation resulting from every report received under this Policy, which may include a written report initiated by the Committee Chair on behalf of an anonymous Whistleblower, when warranted; provided that, if the President is the subject of the report or has a material personal interest in the matter, the Committee Chair shall forward the documentation resulting from such report received under this Policy to the Cheer Canada Vice President only.

In the event of an inconsistency between this Policy and the Conduct Policy, the Conduct Policy prevails.

### Questions

Questions relating to this Whistleblowing Policy should be directed to [executivedirector@cheerleadingcanadainc.com](mailto:executivedirector@cheerleadingcanadainc.com).

### Reporting

To report a concern, you may complete the attached form and email it to: [executivedirector@cheerleadingcanadainc.com](mailto:executivedirector@cheerleadingcanadainc.com)



## Whistleblower Form

This Whistleblower Form allows you the opportunity to provide your name and contact information in confidence as this information may assist Cheer Canada in investigating your concern. Should you not wish to provide your name, reported incidents will still be accepted and investigated if sufficient documentation and evidence is provided to substantiate the claim.

### Instructions

Please provide as much detail as possible.

1. Describe the nature of your concern. Include sufficient information for an independent person to understand the concern and to enable further investigation. \*
2. Provide details with respect to the location and/or date of the incident (e.g. region, event, specific location, department, etc.) and how you became aware of it. \*
3. State the full name, title and role of each individual whom you suspect of wrongdoing.
4. How many times has this incident taken place (if applicable)?
5. How long has this incident been taking place (if applicable)?
6. Describe steps if any, you took prior to completing this report (e.g. discussing it with individual, informing supervisor).
7. Would you be willing to provide your name and contact information? (Please note that this is optional)

No. If no, we may not be able to follow up with you.

Yes. If yes, please provide your name, email, and telephone number for follow up purposes.

Please limit your comments to factual statements.