

BASKETBALL BC WHISTLEBLOWER POLICY

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a. “*Individuals*” – Refers to directors and officers, employees, contractors and consultants, and volunteers.

PURPOSE

1. This Policy is an internal governance policy of Basketball BC. It does not create or imply that the Basketball BC is a public body or that the Public Interest Disclosure Act (British Columbia) applies to Basketball BC. The Policy is adopted voluntarily to support ethical conduct and meet stakeholder expectations.
2. This Policy provides a safe and confidential way for individuals to report suspected wrongdoing and supports a culture where concerns can be raised in good faith without fear of reprisal.
3. This Policy is not intended to replace normal operational or human-resources processes for routine workplace issues, unless those matters involve serious wrongdoing or retaliation.

APPLICATION

1. This Policy is intended for serious or systemic concerns, including reasonable suspicions of:
 - a. fraud, theft, or misappropriation of funds or assets
 - b. financial irregularities or falsified records
 - c. illegal activity or material regulatory non compliance
 - d. serious misuse of Basketball BC resources, authority, or confidential information
 - e. bribery, corruption, or undisclosed conflicts of interest
 - f. serious misconduct by directors, employees, contractors, or volunteers
 - g. retaliation against a person for raising a concern under this Policy
2. This Policy is not intended to replace normal operational or human-resources processes for routine workplace issues, unless those matters involve serious wrongdoing or retaliation.

PLEDGE

1. All reports under this Policy will be handled in accordance with the following principles:
 - a. Good-faith reporting: Reporters must have a reasonable belief that the information is true; proof is not required.
 - b. Confidentiality: Information will be shared only on a need-to-know basis.
 - c. No reprisal: Retaliation is strictly prohibited.
 - d. Fair process: Concerns will be assessed objectively and proportionately.
 - e. Administrative simplicity: Basketball BC will use a streamlined intake and response process.
2. The Society strictly prohibits retaliation against any person who, in good faith:
 - a. makes a report under this Policy,
 - b. seeks advice about raising a concern, or
 - c. participates in a review or investigation.
3. Retaliation may include dismissal, discipline, demotion, intimidation, harassment, or any adverse treatment. Any retaliation will be treated as a serious breach and may result in disciplinary action.

REPORTING WRONGDOING

1. Reports should be submitted in writing to the Executive Director, who is Basketball BC's designated Safe Reporting Recipient.
2. If the concern involves the Executive Director, or if the reporter is uncomfortable reporting to the Executive Director, the report may be submitted directly to the President.
3. Basketball BC does not provide anonymous reporting platforms. Reporters are encouraged to identify themselves to allow appropriate follow-up. Reports will be treated confidentially to the extent possible.
4. Where possible, reports should include:
 - a. a description of the concern
 - b. names of individuals involved (if known)
 - c. relevant dates, locations, or events
 - d. any supporting documentation
 - e. whether there is concern about retaliation or urgency
5. If a concern involves an immediate risk to safety, significant ongoing loss, or criminal activity, reporters should contact appropriate emergency services or authorities in addition to using this, Policy.

INVESTIGATION

1. The Safe Reporting Recipient will:
 - a. acknowledge receipt within 7 days, where contact details are provided; and
 - b. conduct an initial review within 14 days to determine appropriate next steps
2. Possible outcomes of the triage include:
 - a. denial of the request
 - b. referral to another internal process
 - c. informal review
 - d. formal internal investigation
 - e. escalation to the Board or a Board committee
 - f. reporting to external authorities where legally required or appropriate
3. Investigations will be proportionate to the nature of the concern and may be conducted internally or by an external party where independence or expertise is required.
4. Any individual with a real or perceived conflict of interest will not participate in the review or investigation.

DECISION

1. Within fourteen (14) days after receiving the Investigator's Report, Basketball BC's President and/or Executive Director may take corrective action, as required. Corrective action may include, but is not limited to including:
 - a. improvements to policies or controls
 - b. disciplinary action
 - c. recovery of funds or assets
 - d. contract remedies
 - e. notification of funders, auditors, insurers, regulators, or law enforcement, as appropriate
2. Where feasible, the reporter will be advised when the matter has been concluded, subject to confidentiality and privacy considerations.

CONFIDENTIALITY

1. Confidentiality at all stages of the procedures outlined in this Policy from the initial report to the final decision is assured for all individuals against whom the report is submitted, and the individuals interviewed during the investigation to the extent permissible given the circumstances of each case.
2. In situations where maintaining confidentiality may impede the investigation, Basketball BC will discuss options, including not maintaining confidentiality, with the complainant before concluding the investigation.
3. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.
4. Nothing in this section shall preclude the Safe Reporting Recipient from discussing matters with the appropriate experts or Board Members as they determine necessary or advisable.

MALICIOUS ALLEGATIONS

1. The reporting procedure is intended only to address genuine concerns. The organization discourages the use of this reporting channel for malicious purposes. Malicious or bad faith allegations will be investigated by the Safe Reporting Recipient, which could result in disciplinary action.

APPROVAL

1. This Policy was reviewed and approved by the Basketball BC Board of Directors on March 31, 2026.