

HR Policy	2023 WhistleB
Date Created	June 30/2023
Date Approved	July 6, 2023

EMPLOYEE CONCERN POLICY

Purpose

Squamish Helping Hands Society (SHHS) strives to achieve the highest standards of ethical, moral and legal conduct. One of the ways we do this is by encouraging people to let us know when they see something wrong.

Process

Encouraging the reporting of wrongdoing and protecting those who report concerns is a top priority for us at SHHS. We investigate every report and, if an irregularity is confirmed, we take action appropriate for the circumstances and try to prevent it from happening again. In the case of an illegal act, we report it to the police. No employee who, in good faith, reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

If you are harassed or believe you have been bullied, harassed or discriminated against in the workplace or if you observe bullying, harassment or discrimination at work, promptly follow this procedure:

1. Speak directly to that team member and explain that their actions are inappropriate, and you would like the offensive behaviour to stop. This may resolve the issue.
2. If you are uncomfortable speaking directly to that team member or if the inappropriate behaviour continues after speaking to them, then notify the manager or supervisor on duty.
3. If your complaint is regarding a Manager or Supervisor or you are not comfortable speaking to them about your particular complaint, then report your matter directly to SHHS HR consultant, Wendy Mah at wmah@inspiredhr.ca.

Supervisors or managers who observe bullying, harassment or discrimination should take immediate action to stop it and promptly notify HR.

All complaints of bullying, harassment or discrimination are strictly confidential, except for disclosures reasonably required to address and investigate the matter, including any investigation or disclosures required by law. To ensure the integrity of the complaint process and investigation, team members should not discuss complaints made under this policy with others in the workplace.

When reporting the incident please describe in as much detail as possible the discriminatory or harassing incident including:

- The names of the parties involved
- Any witnesses to the incident
- The location, date and time of the incident(s)

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- Details about the incident (behaviour and /or words used)
- Any additional details that would help with an investigation

Signed Acknowledgement

Employee Reporting Policy

I acknowledge that I have read, understood, and agree to the terms of HH's Bystander policy and guidelines.

Print Employee Name

Employee Signature

Date