



Whistleblower Policy

The Whistleblower Policy has been created to provide direction to COHA stakeholders in the communication of concerns regarding questionable financial or operational matters. Whistleblowing incidents can be reported to COHA to the Board Chair, using the Whistleblower form found on-line.

A 'Whistleblower' incident is when any stakeholder has reported a financial or operations incident of concern.

Examples of Whistleblower incidents may include, but are not limited to:

- Misrepresenting program budgets
- "Side Deals" or under-the-table dealing with contractors for personal benefits
- Receiving personal kickbacks or significant gifts (over \$100) from contractors or vendors which could create bias in the purchase of supplies, equipment or the tendering process.

COHA believes in the value of responsible, sound governance practices and supports that belief through action and policy. Along with other governance innovations, the Whistleblower Policy will ensure that COHA continues to demonstrate due diligence in operations.

When a Whistleblower incident is sent via the internet, the electronic form will be sent to the Chair of the Board of Directors, the Vice-President and the Treasurer. When the form is sent by mail, the original will be given to the Chair, and 1 copy will be sent to each of the above noted executive.

Each Whistleblower incident will be treated with confidentiality and due care. It's COHA's position that the Whistleblower will not be negatively affected in any way. COHA recognizes the significance of this policy, and as such will not protect Whistleblowers who undermine the policy by reporting intentionally false accusations.

The Whistleblower's identity will be protected should they chose to remain anonymous. If a name is provided, the individual(s) will be contacted within 10 days and will be notified of planned follow-up action.

Following an investigation, each whistleblower incident will be rated according to policy to determine their validity, significance, ability to be proven and appropriate action will be taken and all reported incidents will be documented and logged. The results will be communicated to the Whistleblower if a name has been provided.