



Whistleblowing Policy

The purpose of the Whistleblower Protection Policy is to set out the principles and processes for reporting a suspicion of alleged misconduct and establish procedures for protecting individuals who report a suspicion.

What is whistleblowing?

Whistleblowing is the act of revealing concerns about suspected wrongdoing, misconduct, and/or unethical activity within an organization. Corruption, fraud, bullying, health and safety violation, cover-ups and discrimination are common activities highlighted by whistleblowers.

Policy

Yoga and Sport with Refugees (YSR) requires all of their team (directors, coordinators, teachers and volunteers) to observe high standards of professional and personal ethics in their duties and responsibilities. YSR is committed to identify, remedy and eradicate any wrongdoing. Malpractices will not be tolerated, at any level of the organisation.

Responsibility and protection

Yoga and Sports with Refugees strongly encourages every witness of malpractice to disclose it.

This Whistleblower Policy is intended to encourage and enable everyone to raise concerns internally so that YSR can address and correct inappropriate conduct and actions.

The person who raises concern about malpractices in the organisation will be protected, they will not suffer any detriment for the disclosure; if the disclosure is found to be incorrect, the individual making the disclosure will not suffer any detriment provided that they believed in what they were saying.

It is contrary to the values of YSR for anyone to retaliate against any person who in good faith reports a suspected malpractice. Retaliation against someone who has reported a violation in good faith by someone from YSR will be viewed as a serious offense.

Bad faith or malicious disclosures

Anyone filing a written complaint concerning a violation or suspected violation of YSR's policies and procedures must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of YSR's policies and procedures.

Any disclosure made by anyone in the organisation in bad faith or maliciously will not be tolerated and will be viewed as a serious offense. Such disclosures undermine the whole tenet of this whistleblowing policy.



Process and procedure

YSR is a safe place and has an open door policy and suggests that everyone share their questions, concerns, suggestions or complaints with a person of contact.

Person of contact

The person raising concerns should disclose the malpractice to their line manager:

- For a volunteer: the volunteer coordinator
- For a coordinators: the director of operations
- For a director: other directors

If the person is not comfortable approaching the first level of contact, or is not satisfied with your contact's response, you are encouraged to speak with another coordinator, or directly to a director.

If the malpractice concern a director, the person can contact:

- Haley Ritsema +1 (616) 460-3992

Disclosure to a non-prescribed person, including the media, is likely to result in the loss of the protections afforded to you by YSR.

Information to give

Although the person is not required to provide evidence, they will explain their concern, why they are making the disclosure and any relevant background information that they have.

The whistleblower may be asked to give a written statement.

Right to be accompanied

Individuals who have made or wish to make a disclosure can bring a third party to any meetings or discussions about the matter, such as a friend or family member.

Following steps

The complaints and concerns will be immediately investigated by the director team if it does not concern one of the director, in addition to Haley.

If the allegations involve a director, Haley and the board will conduct the investigation.

YSR will provide the whistleblower with feedback within 14 days of the initial disclosure. In some occurrences, such feedback may be a simple confirmation that any investigation is still ongoing. Also note that details of the outcome may be confidential and so may not be told to them. For example, if the wrongdoer is facing disciplinary action, then the details will not be publicised.



Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. For instance, in some cases, individuals will want to maintain their anonymity when making a disclosure.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Also, feedback may not be possible if the investigators are unaware of who made the disclosure, and the matter may not be able to be fully dealt with if the whistleblower cannot be contacted. In some situations, evidence may need to be given by the whistleblower, possibly in court.

Methods of dealing with a request for anonymity will be proposed, and could include communicating by anonymous telephone calls or using a depersonalized email address.

Support and advice

If the whistleblower wishes to receive support and advice both during and after the process, it will be provided.