



STEWARDSHIP REPORTING POLICY

The purpose of this policy is to encourage employees, council members and industry members to raise concerns or complaints regarding any actual, potential or perceived wrongdoings relating to or involving the business and operations of the Council. This policy establishes procedures for the reporting of occurrences in these instances.

Procedure

Employees, council members and industry members are encouraged to raise concerns or complaints to the Executive Director regarding accounting, internal accounting controls or any actual, potential or perceived wrongdoings relating to or involving the business and operations of the Council. Such wrongdoings may include any act or omission concerning a violation of any law or regulation, policy of the Council, or the misuse of Council funds or assets. The Executive Director will investigate the concern or complaint to determine the scope and nature of risk exposure, potential implications to the Council and actions required by administration to mitigate further occurrences of the circumstances giving rise to the concern or complaint. If the complaint or concern has the potential to cause a material impact on Council operations or increase the risk exposure for the Council, the Executive Director will review the complaint or concern with the Council Chair. Following this consultation the Council Chair will determine if the complaint or concern should be reported to Council. For all matters that require a report to Council, a briefing note will be created identifying the nature of the issue or concern, the risk exposure to Council and the actions taken by the administration to mitigate further occurrences of the concern or complaint.

If the concern relates to the action of the executive director then it should be reported to the Chair of Council who will investigate the concern or complaint to determine the scope and nature of risk exposure, potential implications to the Council and actions required to mitigate further occurrences of the circumstances giving rise to the concern or complaint.

On an annual basis, the Executive Director will table a written report to Council on an assessment of:

- Internal controls to detect fraud and fraud risk factors;
- Compliance with applicable Health, Safety and Environment Laws and Regulations;
- Ethical conduct matters; and
- Compliance with Personal Information Code and Privacy Policy.

The Stewardship Policy is intended to encourage and enable employees, industry members and others to raise serious concerns with the comfort that they will not suffer any adverse consequence and that the concern will be appropriately received, considered and investigated. No officer or employee of the Council, industry member or council member who in good faith reports an accounting irregularity or wrongdoing will suffer harassment, retaliation, discipline or adverse employment consequence.