

WHISTLEBLOWER POLICY

Revised: December 2023

Purpose:

The mission and values of LifeNet4Families require officers, employees, representatives, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. LifeNet4Families insists on:

1. integrity in fulfilling its responsibilities
2. treating all individuals with dignity and respect
3. compliance with LifeNet4Families policies, standards, practices, and with applicable laws and regulations

The purpose of this policy is:

1. to facilitate making disclosures
2. to facilitate the investigation of disclosures
3. to protect those who, in good faith, make disclosures

Guidelines:

1. **Matters Warranting Disclosure:** “Disclosures” include, but are not limited to, information concerning:
 - a. an act or omission constituting a violation of LifeNet4Families policies, standards, or practices
 - b. an act or omission constituting an offense under any provincial or federal legislation
 - c. an act or omission that creates a substantial and specific danger to the life, health, or safety of persons or to the environment
 - d. gross mismanagement
2. **Reporting Responsibilities:** It is the responsibility of all officers, employees, representatives, and volunteers to comply with the mission and values of LifeNet4Families in their officership, employment, contractual obligations, and volunteer activities, and to make disclosures when appropriate.
3. **Making Disclosures:** LifeNet4Families encourages individuals to make disclosures of the ‘Matters Warranting Disclosure’ identified above. Under normal circumstances, disclosures should be made directly to supervisors, whose responsibility it is to ensure organizational integrity, compliance, and accountability. LifeNet4Families recognizes, for various reasons, it may not always be possible to make disclosures through normal channels and has provided a means for reporting such disclosures through the mechanism provided in this policy.

4. No Reprisal: An individual who retaliates, in any fashion, against someone who has made a disclosure in good faith may be subject to discipline up to and including termination.
5. Anonymity: Individuals are encouraged to provide their name and contact information when making a disclosure, through the email address provided, understanding that this makes it easier to investigate the disclosure. If requested, anonymity can be secured.
6. Disclosures not made in Good Faith: LifeNet4Families is concerned about protecting the reputation of its officers, employees, representatives, volunteers, and members from false or malicious allegations. LifeNet4Families will therefore ensure that the necessary resources are provided to investigate any disclosure that it receives. It is important to understand that LifeNet4Families will view seriously any disclosure that proves to be false, malicious, or of a frivolous nature, and that any person making such a disclosure may be subject to discipline up to and including termination.
7. How the Organization will Respond: LifeNet4Families will respond to each disclosure in a timely and efficient manner. It should be noted that the seriousness, complexity, and timeliness of a disclosure may impact the method, resources, and speed with which a disclosure is reviewed and/or investigated, and resolved.
8. Reporting Mechanism: Contact via email at info@LN4F.org or 954-792-2328.

Compliance:

Failure to comply with this Whistleblower Policy may result in disciplinary action, including but not limited to, removal from roles, termination of employment, or cessation of volunteer activities with LifeNet4Families. LifeNet4Families is committed to upholding the highest standards of integrity and expects all officers, employees, representatives, and volunteers to adhere to the guidelines outlined in this policy. Non-compliance may lead to serious consequences in order to maintain the organization's commitment to transparency and accountability.

Acknowledgment:

By serving as an officer, employee, or volunteer, individuals affirm their commitment to abide by and adhere to the principles outlined in this Whistleblower Policy. LifeNet4Families values the dedication of its team members to maintaining the highest standards of ethics, transparency, and accountability. This acknowledgment underscores the importance of fostering a culture of trust and integrity within the organization.