

# COC WHISTLEBLOWING POLICY

December 1, 2022



Comes into effect	Owner(s)	Location
December 1, 2022	Governance and Ethics Committee; Audit, Finance and Risk Management Committee;  Legal	COC WEBSITE <a href="https://olympic.ca/canadian-olympic-committee/governance/policies/">https://olympic.ca/canadian-olympic-committee/governance/policies/</a>



## PURPOSE

The Canadian Olympic Committee (“COC”) Code of Ethics, the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), the COC Policy on the Management of Safe Sport Complaints, the COC Workplace Conduct Policy and the COC Policy Statement and Guidelines on Travel and Expense (hereafter collectively referred to as the “COC Codes”) outline the behaviour expectations and standards of COC Participants (as defined below). It is in the interest of all COC Participants that concerns regarding the conduct of COC Participants at COC Activities (as defined below) be reported so that they can be properly addressed. Each of the COC Codes outline mechanisms for reporting allegations of violation or breach which individuals are encouraged to use in the first instance, and in the case of the UCCMS there is a fully independent third party mechanism for reporting complaints to the Office of the Sport Integrity Commissioner. However, there may be instances where an individual is uncomfortable to report a complaint through the mechanism provided under the applicable COC Code. The purpose of this COC Whistleblowing Policy (“Policy”) is two-fold: (i) to encourage and enable COC Participants to raise any concerns about behaviour, to report any prohibited behaviour, or any breach, or potential, or suspected breach of COC Codes without fear of reprisal, and (ii) to provide for anonymous reporting.

## RATIONALE

It is an honour to represent Canada and to work in the Olympic Movement. As such, it is expected that the employees, contractors and volunteers of the COC and all those involved in the Olympic Movement in Canada, conduct themselves with integrity and to the highest standards of conduct, in accordance with the COC and Olympic values.

COC Participants are expected to conduct themselves in all matters involving or impacting the COC, and where they may be seen to be representing the COC, in a manner that is fully consistent with the highest standards of behaviour upon which the COC’s reputation rests. At all times, COC Participants’ behaviour must reflect and not compromise the trust of other COC stakeholders and Canadians.

In order to further the COC’s commitment to having a positive, safe and respectful work environment and sport environment, this Policy facilitates the reporting of any concerns about behaviour, or of any prohibited behaviour or of any breach, or potential or suspected breach of a COC Code by providing an additional mechanism to report such behaviour, including if desired, reporting anonymously.

## APPLICABILITY

This Policy applies at all times, wherever the COC work or activities take place, which includes the COC offices as well as external locations in Canada and abroad and includes all activities and events over which the COC has jurisdiction, such as the Olympic Games, Pan American Games, Youth Olympic Games and any other Games to which the COC sends an official delegation (the “Games”), as well as all other events and activities organized and hosted by the COC (collectively “COC Activities”). This Policy applies to all COC participants, which includes but is not limited to all persons governed by the COC Codes (“COC Participants”) and the following individuals when they are or would be reasonably perceived as representing the COC and involved in COC Activities:



- (a) COC directors, officers, committee members and volunteers;
- (b) COC employees, interns and persons under contract with the COC;
- (c) all athletes eligible for nomination to, or forming part of, any team participating in sport competitions over which COC has jurisdiction; and
- (d) all persons working with those teams or athletes, including coaches, medical and paramedical personnel, sports federation representatives, and other support persons.

## **POLICY STATEMENTS**

All COC Participants are expected to promptly report any behaviour of which they become aware that may constitute a breach of a COC Code or that may contravene the law. This includes situations where the breach is suspected, provided the COC Participant has reasonable grounds to believe such suspicion is true.

A report can be made using the process outlined in the applicable COC Code or, if an individual is uncomfortable for any reason to use the mechanism outlined in the applicable COC Code, through the process outlined in this Policy.

No person who is the subject of the report, or who has a material interest in the matter shall participate in the initial review and assessment procedure described below (except as a party, if applicable).

### **Confidentiality**

The COC will use reasonable efforts having regard to the circumstances, to conduct the initial review and assessment in confidence, including where reasonably possible, protecting the anonymity of the Whistleblower. To the extent possible, reports, complaints, witness statements and other documents produced under this Policy or shared in an investigation, shall be held in confidence by the COC, provided that, no guarantees of confidentiality may be made by the COC. Circumstances in which information may be shared include, without limitation:

- (a) when criminal conduct may be involved;
- (b) when it is felt to be necessary to protect others from harassment, discrimination, violence or any other potential breach of the COC Codes;
- (c) when required to ensure fairness or natural justice in the procedures contemplated by this Policy;
- (d) in the course of an investigation by a law enforcement agency;
- (e) to protect the interests of the COC; and
- (f) when required by law.



## **Reprisals**

Any person who reports a concern in good faith will not be subject to reprisal or other adverse consequences as a result of submitting a report.

Any COC Participant who has reasonable grounds to believe that a reprisal has occurred may file a complaint under the applicable COC Code or this Policy. Any COC Participant who retaliates against someone who has reported a concern in good faith will be subject to sanctions.

For the purpose of this Policy, knowingly making a groundless or false allegation, or knowingly providing false information shall also be deemed a reprisal and may be subject to sanctions.

## **PROCEDURE**

A concern can be reported in confidence using the COC's online Whistleblower Form, by calling the confidential whistleblower line or by mail. All reporting information is outlined on the attached Whistleblower Form.

The Whistleblower Form will be received by the COC's Chair of the Governance and Ethics Committee ("**GEC**") with a copy to the Chair of the Audit, Finance and Risk Management Committee ("**AFRMC**"), for initial review and assessment. In conducting the initial review and assessment, the GEC Chair will involve at least one of the CEO, CFO, and/or General Counsel and Corporate Secretary, unless in the reasonable opinion of the GEC Chair, in consultation with the President, it would not be appropriate to do so.

The GEC Chair will engage the assistance of the AFRMC Chair in circumstances where the matter involves a report related to financial matters, and in such cases the GEC Chair may, in its discretion, turn carriage of the matter over to the AFRMC Chair to oversee the initial review and assessment.

In the event the matter being reported involves one or both of the GEC or AFRMC Chairs, the matter may be reported to the Vice Chair of the relevant committee, which person shall assume the responsibilities of the chair of that committee for the purposes of this matter under the Policy.

Following the initial review and assessment, if it has been determined that the matter merits further review and action, the Chair with carriage of the matter ("**Committee Chair**") will, provided that the COC's Chief Executive Officer and Secretary General ("**CEO**") and/or the COC President (the "**President**") are not the subject of nor personally interested in the matter, so advise the CEO and the President and the matter shall thereafter be handled in accordance with the applicable COC Code, if applicable.

As part of the initial review and assessment, the Committee Chair shall have the following rights and authority:

- (a) to retain outside counsel, accountants, investigators and other external resources or engage or inform internal resources, as deemed necessary to conduct an appropriate initial review and assessment to determine whether the matter necessitates a more fulsome review as outlined in the applicable COC Code or policy or to otherwise manage the situation;
- (b) to share such information as is deemed necessary to ensure the effective resolution of any complaint in the most appropriate forum;
- (c) to refer a matter to a more appropriate authority (e.g. Office of the Sport Integrity Commissioner, World Anti-Doping Agency, law enforcement, NSO, Sport Canada); and



- (d) at the Committee Chair's sole discretion, to place a complaint in abeyance pending the resolution of a similar or other related complaint first.

Except when a report is anonymous, the Whistleblower will be advised once the initial review and assessment of the matter has been completed, and information will be given to explain how the matter will be addressed. If the matter falls within the jurisdiction of a COC Code, the process outlined in that Code shall be followed, and the Whistleblower shall be advised.

In any year in which a concern has been reported through the Whistleblower mechanisms, a summary of the reports filed, and actions taken under this Policy will be provided to the AFRMC and GEC.

The Committee Chair shall forward to the CEO and to the President the documentation resulting from every report received under this Policy, which may include a written report initiated by the Committee Chair on behalf of an anonymous Whistleblower, when warranted; provided that, if the CEO is the subject of the report or has a material personal interest in the matter, the Committee Chair shall forward the documentation resulting from such report received under this Policy to the President only. Similarly, if the President is the subject of the report or has a material personal interest in the matter, the Committee Chair shall forward the documentation resulting from such report received under this Policy to the CEO and the COC Vice President.

In the event of an inconsistency between this Policy and an applicable COC Code, the applicable COC Code will prevail.

## QUESTIONS

Questions relating to this Whistleblowing Policy should be directed to [legal@olympic.ca](mailto:legal@olympic.ca).

## REPORTING

To report a concern, you may use the confidential website: [www.clearviewconnects.com](http://www.clearviewconnects.com) or call: 1-833-627-0491.

Alternatively, you may complete the attached form and mail it to:

ClearView Connects  
P.O. Box 11017  
Toronto, Ontario  
M1E 1N0

## Revision History

Previous version(s)	Updates
Policy Statement on Whistleblowing	Adopted by the Board on April 12, 2008
Policy Statement on Whistleblowing	Updated May 12, 2012
Policy Statement on Whistleblowing	Updated April 14, 2016
Policy Statement on Whistleblowing	Updated October 2017



## Whistleblower Form

This Whistleblower Form allows you the opportunity to provide your name and contact information in confidence as this information may assist the COC in investigating your concern. Should you not wish to provide your name, reported incidents will still be accepted and investigated if sufficient documentation and evidence is provided to substantiate the claim.

### Instructions

Please provide as much detail as possible.

1. Describe the nature of your concern. Include sufficient information for an independent person to understand the concern and to enable further investigation.
2. Provide details with respect to the location and/or date of the incident (e.g. region, event, specific location, department, etc.) and how you became aware of it.
3. State the full name, title and role of each individual whom you suspect of wrongdoing.
4. How many times has this incident taken place (if applicable)?
5. How long has this incident been taking place (if applicable)?
6. Describe steps if any, you took prior to completing this report (e.g. discussing it with individual, informing supervisor).
7. Would you be willing to provide your name and contact information?  
(Please note that this is optional)

**No.** If no, we may not be able to follow up with you, and we may be limited in our ability to resolve the matter if we have insufficient information to substantiate the claim.

**Yes.** If yes, please provide your name, email, and telephone number for follow up purposes.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_