

Queensland Contract Bridge Club Whistleblower Policy

Purpose:

QCBC is committed to ensuring its directors, paid staff and volunteers uphold high ethical standards. This policy is a component of QCBC's governance framework intended to maintain integrity and ensure that individuals can report wrongdoing without fear of reprisal. This policy is to allow internal concerns to come forth so the board can take appropriate actions, The policy applies all board members, employees, volunteers and members.

A **whistleblower** is someone with inside knowledge of an organization who reports misconduct or dishonest or illegal activity that may have occurred within that organization.

Confidentiality and No Retaliation

The QCBC Board will protect the confidentiality of the whistleblower except for circumstances where it may need to comply with the law or provide accused individuals with their legal defence rights.

QCBC will not retaliate against any individual that reports an ethics violation or suspected violation of any regulation.

Reporting Procedure

QCBC has an "open door" policy, and anyone is welcome to ask questions, relay concerns, file a complaint, or offer suggestions. Official complaints should be provided in writing. Whistleblower reports can be provided to any QCBC board member. The Board will acknowledge receipt of the complaint and it will be properly investigated and corrected if needed.

Investigation procedure

The Board will appoint one or more suitable qualified individuals to investigate the matter and make recommendations to the Board regarding how to resolve the matter. If the allegations relate to a Board member, the remaining Board members will meet confidentially to manage the matter.

The investigator(s) may be a board member or an independent party. The investigator can enlist the advice of expert advisers to formulate recommendations. The investigator's recommendations are to include strategies to prevent any future compliance breaches when appropriate.

Acting in Good Faith

Anyone who files a complaint in writing about a violation or suspected violation must act in good faith. They must also have reason to believe there was a violation. Any unsubstantiated, malicious, or false allegations will be viewed as a serious infraction and may lead to disciplinary consequences.