

## Freedom from Retaliation

### Policy

Retaliation, reprisal or harassment of any kind against a whistle blower or complainant will not be tolerated.

All allegations of retaliation, reprisal, or harassment towards a whistle blower or complainant will be investigated.

The identify of the complainant or whistle blower will remain confidential except as necessary to conduct an investigation, to take any required corrective or remedial action, or as required by law.

### Purpose

To ensure the human rights of all ConneXions' stakeholders including individuals served, family members, staff, contractors, volunteers, and general membership.

To maintain professional and personal responsibility for fair and equitable treatment for all individuals.

### Procedure

1. Any individual who believes that they have been retaliated against may file a written complaint to the Executive Director or the Board of Directors who shall confirm receipt of such complaint either orally and/or in writing within ten (10) working days.
2. The Executive Director and or designate will conduct and investigation. Results of the investigation shall be rendered to the complainant in writing within forty five (45) days of the date the complaint was first received.
3. If the complainant does not agree with the decision or findings, he/she may file an objection in writing, no later than thirty (30) days after the decision was rendered. At which point the complaint will be turned over to an appropriate third party (e.g. Human rights Tribunal, Advocate for Service Quality) for review.

Approved: \_\_\_\_\_