



WHISTLEBLOWER PROTECTION POLICY

Coaldale Canadian Reformed School Society operating Coaldale Christian School requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Society, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Society can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Society's code of ethics or suspected violations of law or regulations that govern its operations.

No Retaliation

It is contrary to the values of the Society for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Society. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Coaldale Canadian Reformed School Society has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Principal. If you are not comfortable speaking with the Principal or you are not satisfied with his response, you are encouraged to speak with a school board member or the Vice-Principal. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the school board or the Principal, who therefore has the responsibility to investigate all reported complaints.

The Principal is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. He will then advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board Chairman as well as the Secretary Treasurer and the Audit Committee namely; Young Parkyn McNab on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Principal of the Coaldale Canadian Reformed School Society shall immediately notify the Secretary Treasurer as well as Young, Parkyn, McNab of any concerns or complaint regarding

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corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, and will be dealt with accordingly.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Principal of the Society will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Mr. Joop Harthoorn, Principal

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403-345-4055
Contact: Mr. Joop Harthoorn, Principal

Approved on: May 2019 To be Reviewed on: _____