



POLICY: WHISTLEBLOWER PROTECTION POLICY

The AFP Ottawa Chapter prides itself on its adherence to federal, provincial, and local laws and/or regulations, including the AFP Code of Ethics. As such, even though it is not obligated to do so, the Chapter has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any volunteer, member or employee who becomes aware of any violation of federal, provincial or local law or regulation, including any financial wrong doing, should immediately report the violation to the Chapter President to allow the Chapter to investigate and, if applicable, correct the situation or condition.

If the Chapter President is involved or is believed to be involved in the matter being reported, individuals may, in the alternative, make a report to Association of Fundraising Professionals International Headquarters (AFP IHQ) legal counsel. The legal counsel will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

In keeping with AFP IHQ guidance, all matters pertaining to a breach of the code of ethics are to be sent directly to the President and CEO and not to be handled at the Chapter level.

“Financial wrongdoing” may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- mis-representations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If an individual reports in good faith what he/she believes to be a violation of the law and/or financial wrongdoing to the Chapter, AFP IHQ’s legal counsel, or to a federal, provincial, or local agency or assists in an investigation concerning financial wrongdoing, it is the Chapter’s policy that there will be no retaliation taken against the volunteer/employee.

Volunteers/employees are reminded of the importance of keeping financial matters confidential. Volunteers/employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Chapter President.

EFFECTIVE DATE: October 16, 2014
LAST REVISED OR REVIEWED: December 2017
SUBJECT TO REVIEW: December 2020