

Whistleblower Policy

Though in Alberta, whistleblower legislation only applies to public sector employees, and is not a legal requirement, WKC has chosen to implement the practice. We include this policy statement on our website so as to inform non-employees of the policy and process.

- 1 Westside King's Church expects all employees, volunteers, board members, and other representatives to observe high standards of business, ministry, and ethics as they fulfill their duties in support of our mission. This includes:
 - Acting with honesty and integrity;
 - Responsibly using the resources entrusted to us for ministry;
 - Treating all individuals with dignity and respect; and
 - Complying with our policies and the applicable laws and regulations we must comply with.

- 2 It is the responsibility of Westside employees, volunteers, board members, and other representatives to take action when these expectations are not met. This includes disclosing information concerning, but not limited to:
 - an act or omission constituting a violation of Westside's policies;
 - an act or omission constituting an offence under any provincial or federal legislation;
 - an act or omission that creates a substantial and specific danger to the life, health or safety of persons or to the environment;
 - gross mismanagement, including financial irregularities and conduct that is dishonest, deceitful or fraudulent.

We also encourage anyone who is concerned that these expectations are not being met by a representative of Westside to bring their concerns forward.

Normally, the concerns should be addressed to a leader within the Westside team who is responsible for the area where the concern originates. However, when that is not possible, concerns can be addressed to the Board Chair at board@wkc.org or at 3939 69 Street SW, Calgary, AB, T3H 3Y1.

- 3 Individuals are encouraged to provide their name and contact information when making a disclosure as this makes it easier to investigate the complaint. However, anonymous complaints can be mailed to the Board Chair at the address above. Westside will respond to each disclosure in a timely manner, recognizing that the seriousness and complexity of the situation impacts the method, resources, and speed of the investigation and response.

- 4 The reputation of Westside employees, volunteers, board members, and other representatives is important. If it is determined that a disclosure was made that was malicious, knowingly false, or of a frivolous nature, then the person making the disclosure may be subject to discipline, up to and including termination.

- 5 Anyone who retaliates, in any fashion, against someone who has made a disclosure in good faith may be subject up to discipline, and including termination.