



TITLE	Safe Sport Whistleblower policy
TYPE	Policies
ENTRY IN FORCE	June 1, 2026
DATE OF LAST REVIEW	January 10, 2026
FREQUENCY OF REVIEW	Triennial
TARGET COMPONENT	Pickleball NB
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	<ul style="list-style-type: none">- Executive & Directors- Affiliated Clubs- Members
ADOPTED ON	February 11, 2026

1. SUMMARY

The purpose of this Policy is to allow people to have a discrete and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment, reprisal or retaliation.

2. ELEMENTS OF THE POLICY

2.1 Application

This Policy applies to Individuals who observe, or experience incidents of wrongdoing committed by other Individuals associated with the Organization or its Members.

Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents or guardians of participants, or other Individuals may also be reported in accordance with the Organization's or its Members' Discipline and Complaints Policy.

2.2 Wrongdoing

Wrongdoing includes, but is not limited to:

- Violations of the law
- Intentional or serious breaches of the Organization's or its Members' Code of Conduct and Ethics
- Intentional or serious breaches of workplace violence or harassment policies
- Acts or omissions that create or ignore risks to the life, health, or safety of any Individual
- Directing an Individual to commit a criminal act, a serious policy breach, or other wrongful act
- Fraud

2.3 Pledge

The Organization and its Members pledge not to dismiss, penalize, discipline, retaliate against, or discriminate against any Individual who, in good faith, discloses information or submits a report under this Policy.

Any Individual affiliated with the Organization or its Members who breaches this pledge will be subject to disciplinary action.

2.4 Reporting Wrongdoing

An Individual who believes that wrongdoing has occurred should submit a written report that includes:

- A description of the alleged wrongdoing, including relevant dates and times
- The identities and roles of Individuals who may be aware of, affected by, or involved in the wrongdoing
- An explanation of why the conduct constitutes wrongdoing
- A description of how the wrongdoing affects the reporting Individual, if applicable

2.5 Authority

The Organization and its Members shall appoint the following Compliance Officer to receive reports made under this Policy:

[contact information for Compliance Officer-TBD]

Upon receipt of a report, the Compliance Officer is responsible for:

- Confirming the Organization's and its Members' non-retaliation pledge
- Referring the matter to an Alternate Liaison where a conflict of interest or perceived bias exists
- Determining whether the report is frivolous, vexatious, or submitted in bad faith
- Determining whether this Policy applies or whether the matter should be addressed under another policy
- Assessing whether law enforcement authorities should be contacted
- Assessing whether mediation or alternative dispute resolution is appropriate
- Determining whether the Organization or a Member should be notified
- Initiating an investigation, where appropriate

2.6 Alternate Liaison

Where a reporting Individual believes that the Compliance Officer cannot act in an unbiased or discreet manner, the Individual may contact the Alternate Liaison.

[Insert contact information for Alternate Liaison]

The Alternate Liaison shall not disclose the reporting Individual's identity without consent and may provide informal guidance regarding whether a report should be submitted.

2.7 Investigation

Where an investigation is warranted, the Compliance Officer may appoint an independent external investigator. The Organization or Member may be advised that an investigation is required without disclosure of sensitive details.

Investigations may include:

- Follow-up interviews with the reporting Individual
- Identification and interviews of affected Individuals
- Interviews with the Respondent
- Interviews with supervisors, where applicable

All reasonable efforts will be made to protect confidentiality; however, anonymity cannot be guaranteed in all circumstances.

The Investigator shall prepare a written report for review and action.

2.8 Decision

Within fourteen (14) days of receiving the Investigator's Report, the Organization or Member shall take appropriate corrective action.

Corrective actions may include:

- Policy or procedural changes
- Revision of roles or responsibilities
- Disciplinary measures, up to and including termination, in accordance with applicable policies and legislation

The outcome will be communicated to the reporting Individual, where appropriate, through the Investigator.

Decisions may be appealed in accordance with the applicable Appeal Policy.

2.9 Confidentiality

Confidentiality shall be maintained throughout the process to the extent possible. Any intentional breach of confidentiality may result in disciplinary action.

3. UPDATE OF THE POLICY

The policy will be reviewed on a triennial base, or as operational needs dictate.

4. ENTRY INTO FORCE

This policy will take effect of June 1, 2026