Whistleblower Policy

The Ontario Association for Behaviour Analysis ("ONTABA") is committed to the highest ethical standards. As such, ONTABA's activities and operations are conducted with maximum integrity and in full compliance with all applicable laws, rules and regulations. In line with this commitment, ONTABA provides an avenue for its members, employees, volunteers, other stakeholders, or members of the public to raise any concerns they may have about the subjects covered by this Policy and to be assured that in making allegations they will be protected from reprisal for raising their concerns in good faith.

This Policy covers instances where an ONTABA member, employee, volunteer, other stakeholder, or a member of the public (the "Complainant") has evidence or concerns of conduct by any ONTABA Board member, employee, volunteer, or retained consultant (including external auditors) (the “Respondent”) that the Complainant believes constitutes:

1. Accounting, auditing, or other financial reporting fraud or misrepresentation;
2. An act or omission constituting a violation of ONTABA by-laws and/or policies;
3. An act or omission constituting an offence under any federal or provincial legislation, including concerns around harassment or violence as defined in the Occupational Health and Safety Act; and/or
4. An act or omission that creates a substantial and specific danger to the life, health or safety of persons or to the environment (the “Reportable Activity”).

Complaints Not Made in Good Faith

Complaints that are not made in good faith will be viewed as a serious offence and Complainants may be subject to discipline up to and including discharge where the Complainants are employees, and/or the severing of the relationship with ONTABA where the Complainants are members, volunteers, suppliers, or other stakeholders, as applicable.

No Reprisal

ONTABA will not harass, retaliate or discriminate against a Complainant who, in good faith, reports a Reportable Activity. Retaliation in any form will not be tolerated. Any Complainant who believes they have been subject to retaliation should report their concerns by emailing one or both of the ONTABA Board President (president@ONTABA.org) and/or ONTABA Board Treasurer (treasurer@ONTABA.org).

Procedure for Submitting a Complaint

If the complaint involves an ONTABA Board member, employee, volunteer, or retained consultant, the Complainant should address their complaint in writing to the ONTABA Board President by completing the Complaint Form in the appendix of this Policy and sending by regular mail or email, as set out below:
Ontario Association for Behaviour Analysis
Attention: President, Confidential
202-10 Morrow Ave.
Toronto, ON
M6R 2J1
president@ONTABA.org

If the complaint relates to the Board President, the complaint should be addressed to the Board Treasurer at the same address above, and to the email address treasurer@ONTABA.org.

A Complainant may remain anonymous. However, in some cases, not knowing the identity of the Complainant may affect whether and to what extent the complaint can be investigated. As such, ONTABA encourages Complainants to identify themselves by giving their name, telephone number, and other contact information. Even if such information is not provided, the complaint will be treated as confidential and will not be discussed with others except to the minimum extent necessary to conduct a complete and fair investigation. In all cases, the Respondent will be made aware of the complaint at an appropriate point during the investigation.

**Providing Details on the Subject Matter of the Complaint**

Whether the Complainant chooses to identify themselves or not, they should give as much information as possible on the subject matter of the complaint so that the information is sufficient to enable a full investigation. Such information should include details as to where and when the incident(s) occurred, the names and titles of the individuals involved and as much other relevant detail as the Complainant can provide. The action taken in response to the complaint will depend on the nature of the Reportable Activity.

**Process**

Complaints will generally be handled in one of two ways:

1. If the complaint involves an ONTABA employee, volunteer or retained consultant, it will be investigated by a three-person team consisting of ONTABA Board members, as appointed by a motion of the ONTABA Board of Directors.

2. If the complaint involves an ONTABA Board member, it will be investigated by a three-person team consisting of ONTABA Board members who are not otherwise implicated in the complaint, and as appointed by a motion of the ONTABA Board of Directors (other than the Respondent).

The persons involved in investigating a complaint may enlist the assistance of outside legal, accounting or other advisors, as may be appropriate, to conduct the investigation. Under no circumstances will the investigation be administered or managed by a Board member or any other individual who is the subject of any Reportable Activity or who is otherwise an inappropriate person to assist with the investigation. Such an individual will also not be involved in the resolution process (save and except for their involvement as a Respondent).
Whistleblower Policy

The corrective action undertaken as a result of an investigation will take into consideration the nature and impact of the violations and may include a verbal or written reprimand, a suspension, or termination of the relationship with ONTABA.

ONTABA will respond to each complaint in a timely and efficient manner. It should be noted that the seriousness, complexity and timeliness of a complaint may impact the method, resources and speed with which it is reviewed and/or investigated and resolved.

Reporting of Complaints

The Complainant and Respondent will be provided with a written summary of the results of the complaint and any corrective action. In addition, the group responsible for investigating a complaint will prepare a written summary outlining the details of the investigation and the steps taken to address the complaint. ONTABA will retain this documentation in a confidential file for a period of seven years.

Changes to this Policy

Any changes to this Policy will be approved by the Board.

Date of First Approval: September 12th, 2017
Date of Last Revision: October 10th, 2017
Date of Revision Approval: October 10th, 2017
Date of Revision: October 10 2023
Date of Revision Approval: November 9 2023
Whistleblower Complaint Form

Your name (optional – you may submit your complaint anonymously):

__________________________________________________________________________

Telephone Number(s) (optional): _____________________________________________

E-mail (optional): __________________________

Describe Reportable Activity:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Date you became aware of Reportable Activity: ______________________, 20__

Reportable Activity is:  □ Ongoing   □ Completed   □ Unclear whether ongoing or completed

Individual(s) suspected of Reportable Activity:

__________________________________________________________________________

How did you become aware of the Reportable Activity?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Describe the steps, if any, you took prior to completing this Complaint Form, e.g. had a discussion with a board member

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________