

1. OVERVIEW

As noted in the Ethical Conduct and Safe Disclosure Policy, all Members of Banff Centre Community are encouraged to report conduct that does not meet Banff Centre's ethical standards.

2. PURPOSE

2.1. The purpose of this procedure is to:

2.1.1. outline the procedures individuals should take when reporting conduct that does not meet Banff Centre's ethical standards;

2.1.2. outline Banff Centre's obligations to protect person(s) making a Good Faith Disclosure from Retaliation; and

2.1.3. outline Banff Centre's obligation to protect the rights of Respondents.

3. PROCEDURE

3.1. Disclosure of Misconduct

3.1.1. Allegations or concerns of conduct that does not meet Banff Centre's ethical standards are primarily addressed utilizing the procedures associated with relevant Banff Centre policies and procedures (for example, the applicable Code of Conduct), Collective Agreement, government legislation and relevant professional standards.

3.1.2. Complainants who are employees should generally contact their manager or supervisor to provide a Disclosure regarding matters of alleged misconduct. Alternatively, complainants may also contact the Office of Administrative Responsibility associated with the policy and/or procedure.

3.1.3. In instances where it is unknown where to make a Disclosure, or the complainant has reasonable apprehension about coming forward, reports can be made to the Vice President, Talent Management and Culture or, if the Disclosure pertains to or involves the Vice President, Talent Management and Culture, to the General Counsel.

3.1.4. Initial Disclosures to the Vice President, Talent Management and Culture may be made verbally or in writing. The Vice President, Talent Management and Culture may request that Disclosures be made in writing dependent on the nature of the concern and the requirements of the underlying policies.

3.1.5. The Vice President, Talent Management and Culture will provide the complainant with assistance identifying the appropriate office to receive the complaint under existing Banff Centre policies and procedures.

3.1.6. Specific requirements for making a Disclosure are outlined in the policy or procedure that governs the matter in question. In general, Disclosures should be comprised of:

3.1.6.1.the date and time of the incident(s);

3.1.6.2.identification of individuals responsible for the misconduct;

3.1.6.3.details of the alleged misconduct; and

3.1.6.4.name and contact information of the individual making the disclosure. Anonymous reporting may be permitted by the policy or procedure governing the matter.

3.2. Good Faith Disclosures and Retaliation

3.2.1. Any person making a good faith disclosure shall not be subject to Retaliation.

3.2.2. Any person who believes they are subject to Retaliation should contact the Vice President, Talent Management and Culture or, if the Retaliation is being perpetrated by the Vice President, Talent Management and Culture, the General Counsel.

3.3. Duty of Respondents

3.3.1. Respondents must be treated in a fair and reasonable manner. Specifically, should formal complaints be made, respondents are entitled to:

3.3.1.1.be informed as to who has made the allegation against them, except for matters where the relevant policy and procedure specifically allow for anonymous or confidential complaints, or the safety of the Complainant may be in question if disclosed;

3.3.1.2.only respond to allegations that have been made in a timely manner (as outlined in the relevant policy or procedure, if applicable);

3.3.1.3.be privy to enough details pertaining to the allegation to respond accurately; and/or

3.3.1.4. have the matter resolved in an expedient manner.

3.3.2. Respondents who feel that this duty is not being met, should contact the Vice President, Talent Management and Culture or General Counsel.

3.4. Good Faith Disclosure Reporting

3.4.1. Each of the Vice President, Talent Management and Culture and General Counsel shall advise the Chief Financial Officer on a quarterly basis, or as requested, of the number, status and general circumstances of any Good Faith Disclosure. The Chief Financial Officer shall not be provided with any personal information about the person making the disclosure or about the Responded unless such information is reasonably required by the Chief Financial Officer for the purpose of performing the role and responsibilities of Chief Financial Officer.

3.4.2. The Chief Financial Officer shall report the number, status and general circumstances of any Good Faith Disclosure, including the absence of any Good Faith Disclosure, to the Audit and Risk Committee of the Board of Governors at each committee meeting. Such reports shall, to the extent possible, not contain any personal or confidential information about the person making the disclosure or about the Respondent unless specifically requested, and reasonably required, by the Audit and Risk Committee for the purpose of assessing institutional risk.

4. DEFINITIONS

Banff Centre Community. Includes those persons involved in or associated with, Banff Centre or its affairs including all artists, contractors, consultants, employees, faculty, participants, volunteers, members of the Board of Governors, and members of the Board of Directors of The Banff Centre Foundation, while they are: on or using Banff Centre property; participating in Banff Centre programs, events or activities (whether virtual or in person); or acting on behalf of Banff Centre.

Disclosure. When a person chooses to inform a Member of the Banff Centre Community about an incident that is in violation of this policy. A Disclosure is considered to have been made in **Good Faith** if the Disclosure is based on reasonable belief and is not malicious, frivolous or vexatious and is not made for the sole or primary purpose of imparting a personal benefit on the individual making the Disclosure.

Members of the Banff Centre Community. Those persons involved in conducting Banff Centre affairs including all registered participants, faculty, employees, volunteers, contractors, Directors and Governors.

Office of Administrative Responsibility. Area within Banff Centre’s administration, as indicated in Banff Centre policies, that is ultimately responsible for administering a particular policy and/or procedure.

Retaliation. Taking, threatening or attempting to take any adverse action against a Member of the Banff Centre Community because that person has made a Disclosure, supported a Disclosure, disclosed information to the Banff Centre about a Disclosure, participated in an investigation of a Disclosure, or pursued their rights under this policy or applicable legislation. Retaliation includes, but is not limited to, social aggression, physical and psychological violence and attempts to adversely affect employment conditions.

Respondent(s). A party against whom an allegation has been made regarding conduct that does not meet Banff Centre’s ethical standards.

5. ASSOCIATED POLICY / PROCEDURE

- Ethical Conduct and Safe Disclosure Policy

6. RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Code of Conduct (Board); Code of Conduct (Employee); and Code of Conduct (Participant)
- Fraud and Irregularity Policy and Procedure

7. APPROVAL AUTHORITY

President and Chief Executive Officer

8. ACCOUNTABILITY

Chief Financial Officer

9. POLICY HISTORY

- 9.1. Approved: **May 13, 2024**
- 9.2. Effective: **February 15, 2024**
- 9.3. Review Frequency: **Three (3) Years**
- 9.4. Next Review: **May 2027**

9.5. Modification History

Date	Modification
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February 15, 2024	Consolidates and replaces Safe Disclosure Procedure – General Disclosures and Safe Disclosure Procedure – Serious Wrongdoing
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