

Whistleblower Policy
Approved on November 21, 2025

CFA Society Victoria is committed to lawful and ethical behavior in all of CFA Society Victoria's business activities. All employees and representatives of CFA Society Victoria should practice honesty and integrity in performing their responsibilities and complying with all applicable laws and regulations.

- I. Purpose.** This Policy is intended to encourage and enable employees and others to raise serious concerns so that CFA Society Victoria can address and correct inappropriate conduct and actions. The Policy:
- a. provides a means for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or CFA Society Victoria policy;
 - b. facilitates cooperation in any inquiry or investigation by any court, agency, law enforcement or other governmental body; and
 - c. protects individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of CFA Society Victoria.

- II. Scope.** This Policy applies to all CFA Society Victoria employees, contractors, directors, officers, and volunteers.

- III. Statement of Policy.** No officer, director, employee, or agent of CFA Society Victoria shall take any harmful action with the intent to retaliate against any person for (a) providing any truthful information relating to the commission or possible commission of any offense in connection with any official inquiry or investigation or (b) reporting in good faith any violation or suspected violation of law or policy.

Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent or correct the action. CFA Society Victoria will explore anonymous allegations to the extent reasonably practicable.

Any individual reporting a violation or suspected violation pursuant to this Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

- IV. Process for Reporting.** Reports of violations or suspected violations of law or policy or reports of retaliation may be reported directly to the Secretary of the CFA Society Victoria. In the event that an individual's concern rises to the level that he/she reasonably believes that notice to the Secretary will be disregarded or otherwise not fairly considered, the individual may then report violations or suspected violations to the Chair of the Board.
- V. Process for Handling Reports.** Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Secretary will manage such investigation and may request the assistance of outside counsel or other outside parties as he/she deems necessary. The Secretary will prepare a report of the findings of the investigation and submit the report to the Board of Directors. In the event that the report concerns the Secretary, he/she should recuse himself/herself and the Board of Directors shall select a replacement officer to conduct the investigation.



Secretary: info@cfavictoria.com