



POLICY MANUAL

Title: Incident Reporting and Resolutions

Approved by: MICS Board of Directors

Date: July 9, 2021

Resolution #: 2-21

Chair Signature:

1. BACKGROUND

Mayne Island Conservancy Society (MICS) is committed to conducting itself with honesty and integrity at all times. If incidents occur that indicate that this commitment is not being observed, MICS will seek to identify and resolve such situations. With this in mind, all staff, volunteers, associates, and the public are encouraged to raise concerns related to MICS without fear of reprisals or consequences.

MICS believes that good communication processes and problem solving at all levels of the organization promote success through the application of best practices in its operations.

2. PURPOSE

The purpose of this Incident Reporting and Resolution Policy is to provide direction to all current and former directors, employees, contractors, subcontractors, agents, volunteers, vendors, donors, MICS partners, and members of the general public regarding the communication of concerns with respect to how MICS conducts itself.

3. DEFINITIONS

Executive Committee – The collective term for all officers of the MICS Board of Directors as defined in the Bylaws of MICS, including but not necessarily limited to the President, the Vice-President, the Secretary and the Treasurer.

Incident – Any occurrence of an activity of a serious nature, whether a single occurrence, multiple occurrences, or ongoing behavior, that contravenes MICS policies including, but not limited to:

- Breaches of the MICS code of conduct;
- Inappropriate use of MICS resources, including staff time, facilities, equipment, or funds;
- Any and all forms of harassment as defined in MICS Respectful Workplace Policy; and
- Any activity identified in the MICS Whistleblower Policy.

MICS Representative - Any MICS staff person, board member, or member in good standing.

4. POLICY

Incidents requiring resolution shall be reported and resolved using the following procedure:

1. Reported Incidents shall be kept in confidence and managed diligently until resolution.
2. Unless an Incident involves the MICS Executive Director (ED), it shall be reported directly to the ED. If an Incident is reported to another MICS Representative, it shall immediately be forwarded in confidence by the Representative to the ED.
3. If the Incident involves the ED, it shall be reported to the MICS President (President).
4. If an incident involves the ED and President, the Incident may be reported to any Board Member(s) not involved with the Incident.
5. If the Incident does not involve the ED, the ED shall be responsible for compliance with this procedure.
6. If the Incident involves the ED, the President shall be responsible for compliance with this procedure.
7. If the Incident involves the ED and the President, the Board Member to whom the incident was reported shall be responsible for compliance with this procedure, in consultation with Executive Committee members not involved in the Incident.
8. Unless the Incident involves the President, the person responsible for compliance shall advise the President as soon as possible of the nature of the incident and the proposed process for resolution and, if the Incident involves the President, the ED shall advise Executive Committee members who are not involved in the Incident.
9. Once received, the reported Incident shall be assessed by the person responsible for compliance with this procedure and a recommendation on the proposed investigation process, with a process timeline, shall be sent to the President or, if the Incident

involves the President, to Executive Committee members who are not involved in the Incident, who shall review and approve, or make modifications to, the process.

Due care shall be taken to respectfully interview any wronged individuals and alleged perpetrators and information gathered shall inform the assessment of the incident.

10. Once the investigation process is approved, appropriate investigations and actions shall be initiated, which may involve appropriate levels of management and the Board dependent on the scope and severity of the incident reported.
11. All MICS Representatives consulted during the investigation shall keep their discussions and information shared with the person responsible confidential.
12. The person responsible for compliance with this procedure may, in consultation with the President or, in the case that the President is involved in the incident, Executive Committee members not involved in the Incident, in the sole discretion of the person responsible, refer the Incident for review and recommendations by an independent third party engaged by the MICS Board of Directors.
13. The person responsible shall prepared a draft report based on findings and best management practices that includes background information and recommended actions to resolve the Incident.
14. The report shall be forwarded to the Executive Committee and, if the Incident involves the inappropriate use of MICS funds, the Finance Committee.
15. The Executive Committee, meeting jointly with the Finance Committee as necessary, shall review the report, make necessary revisions, and then forward the report with endorsed actions to the full Board of Directors for review.
16. The Board of Directors shall review the final report in an in-camera meeting and approve, modify, or dismiss endorsed actions and, at their discretion and protecting confidentiality, release publicly any information on the Incident that they believe to be in the best interest of MICS. If the incident involves a legal infraction, it shall be reported to relevant legal authorities.

REVISION HISTORY

yyyy-mm-dd: Description