



Whistleblowing Policy

PDS strives to achieve the highest standards of ethical, moral and legal conduct.

This policy establishes a framework for reporting suspected or known irregularities, including theft, fraud and corruption. This policy is applicable to employees and others who work within and with PDS, including service providers, contractors and PDS board members.

PDS encourages the reporting of irregularities and will protect the identity of whistleblowers and persons cooperating in the investigation of irregularities, except as required by law.

This policy covers instances where an employee, volunteer or other stakeholder has evidence of activity by any officer, employee, volunteer or consultant (including external auditors) that to his/her knowledge constitutes:

- Accounting, auditing, or other financial reporting fraud or misrepresentation;
- Violations of federal or provincial laws that could result in fines or civil damages payable by the PDS, or that could otherwise significantly harm the PDS' reputation or public image;
- Unethical business conduct in violation of any PDS' corporate policy;
- Danger to the health, safety, or wellbeing of employees, volunteers and/or the general public (including any real or perceived threat of workplace violence or harassment);
- A misuse of public funds or public assets;
- A gross mismanagement or omission or neglect of duty;
- An abuse of authority;
- Breach of fiduciary duty and/or abuse of trust;
- Knowingly directing a person to commit a wrongdoing set out above; or
- Concealment of any of the above or any other breach of this policy.

Concerns can be reported by using one of the following options:

1. Complete Whistleblower Complaint Form can be submitted in 2 ways:
 - a. E-mail pds-report-line@usask.ca
 - b. Print and send via mail in a sealed envelope marked CONFIDENTIAL to:
Reportline
Prairie Diagnostic Services
52 Campus Drive
Saskatoon, SK S7N 5B4

PDS will not tolerate acts of retaliation, reprisal or harassment against employees, individuals and their families, and contractors who in good faith report and/or cooperate in an investigation of an irregularity or false or malicious allegations.

An individual is not required to prove the truth of an allegation, but (s)he is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subject to disciplinary action up to and including termination of employment.



COMPLAINT WITH RESPECT TO:

Any Employee, Volunteer or other Party acting on PDS behalf

Member of the Senior Management Team

CEO

Member of Board of Directors

Chair of Board of Directors

TO BE INVESTIGATED BY:

CEO

CEO

Chair of Board of Directors and a copy to the Governance Committee

Chair of Board of Directors

Vice-chair of Board of Directors

Where a reported irregularity involves a service provider, PDS will request the board of the service provider to investigate and advise PDS on the outcome.

Once a Whistleblowing event/occurrence or concern is brought forward to the appropriate individual an investigation will commence. The designated individual may enlist the assistance of one or more employees and outside legal, accounting or other advisors, as may be appropriate to conduct the investigation. All reported Whistleblower occurrences/events or concerns will be treated as confidential and sensitive. In addition, the Whistleblower shall be provided the opportunity to remain anonymous except in those circumstances where the nature of the disclosure and/or the resultant investigation make it necessary to disclose identity (for example, legal investigations or proceedings). In such cases, all reasonable steps shall be taken to protect the whistleblower from harm as a result of having made a disclosure.

Whistleblowing complaints are managed following Standard Operating Procedure **OFF3 Whistleblowing Procedure.**

This policy will be reviewed following Standard Operating Procedure **QP4.3 Document Control.**

Approved by:


Veronika Bencze, CFO

Date: 15/02/2017

Supersedes: N/A