

**Employee
Conduct and
Ethics**

If an employee knows of or suspects a violation of the CBDC Employee Code of Ethics policy he or she may present a complaint to:

- Executive Director
- The President/Chairman of the Board of Directors

An investigation will be undertaken and a determination will be made on the course of action.

**All other
complaints**

Employees may seek to resolve other problems or complaints on any other topics or on any decisions rendered through an incremental complaint process.

Level 1:

The employee may present a complaint in writing or verbally to the Executive Director within ten (10) working days of the offending event or decision. The Executive Director will investigate the complaint and respond to the employee in writing within ten (10) working days.

Level 2:


If not satisfied with the written response, the employee may submit a written complaint to the Chairman/President within five (5) working days of the written decision from Level 1.

The President / Chairman of the Board will investigate the matter and respond to the employee in writing within ten (10) working days of receiving the written complaint. The President/Chairman may consult with the Executive Director and/or the Board of Directors as part of the investigation of the complaint. The President / Chairman decision is final.

Revised December 16, 2013



Côme Ouellette – Secretary



Gaitan Michaud - President