

Non Punitive Reporting Policy

Overview The Non Punitive Reporting policy promotes a culture where employees self-report on unintentional errors and near misses experienced in the workplace. When reporting such an occurrence, you will not be subjected to disciplinary measures so long as you are self-reporting in good faith, and have not engaged in criminal activity or gross-negligence. We encourage you to self-report occurrences, as the root causes and lessons learned can help improve safety for your fellow coworkers.

Introduction As the Vancouver Airport Authority is governed by the Canadian Aviation regulations (CARS), it must implement an effective Safety Management System. In doing so, The Airport Authority will implement changes that support a culture supporting an atmosphere of trust with respect to reporting information related to acts, deficiencies, hazards, or occurrences that threaten safety, security or the environment. Non-punitive reporting means that employees are encouraged to self-report essential safety-related information without risk of discipline, unless of course the party involved was doing something criminal, intentionally unsafe, or incredibly careless – what lawyers call “gross negligence.”

Policy The Vancouver Airport Authority will not discharge, demote, suspend, or in any manner discriminate against an employee who has provided information related to acts, deficiencies, hazards, or occurrences that threaten safety, security or the environment at Vancouver International Airport. Every Airport Authority employee is responsible for their own actions and has the ability to self-report occurrences without risk of discipline.

Policy Owner President, Vancouver Airport Authority

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