

## **Whistle-Blower Protection**

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### **PREAMBLE**

The Board of Education is committed to the highest standards of openness, honesty and accountability. Employees are often the first to realize that there may be something seriously wrong within the District. The board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper activity by District offices or employees.

### **POLICY**

**THE BOARD IS COMMITTED TO UPHOLDING ETHICAL STANDARDS IN THE SCHOOL DISTRICT. ALL EMPLOYEES, AND OTHERS PERFORMING WORK ON BEHALF OF THE DISTRICT, ARE EXPECTED TO CONDUCT THEMSELVES IN A PROFESSIONAL MANNER, ADHERE TO APPLICABLE LAWS AND BOARD POLICIES AND REGULATIONS THAT APPLY TO THEIR WORK ACTIVITIES IN ADDITION TO DEMONSTRATING ETHICAL BEHAVIOUR IN ALL THEIR DECISIONS AND INTERACTIONS.**

**THE BOARD EXPECTS EMPLOYEES WHO HAVE SERIOUS CONCERNS ABOUT ANY ASPECT OF THE DISTRICT'S OPERATIONS WITH RESPECT TO POTENTIAL EVIDENCE OF WRONGDOING, TO COME FORWARD AND VOICE THOSE CONCERNS.**

### **AUTHORITY**

The responsibility for the day to day administration and enforcement of this policy rests with the Superintendent of Schools and the Secretary-Treasurer as authorized by the Board of Education. The provisions of this policy are independent of, and supplemental to, the provisions of collective agreements between the District and its unions relative to grievance procedures, and to any other terms and conditions of employment.

## **REGULATION**

### **DUTY TO DISCLOSE**

The Board expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the Board and give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances. The reportable activity will be reported in a timely manner.

### **PROTECTION OF EMPLOYEE & EMPLOYER**

#### **Employee:**

Any employee who files a report or raises a concern under this policy will be protected if the employee:

- Provides the information in good faith;
- Believes it to be substantially true;
- Does not act maliciously or make false allegations, and;
- Does not seek any personal or financial gain.

All reports under this policy will be handled with strict confidentiality, and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation.

If an employee files a report or raises a concern under this policy, the District will not retaliate against them in any manner, including dismissal and / or demotion, because of the reporting.

If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

#### **Employer:**

Nothing in this policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of information.

### **INVESTIGATION**

Upon receiving a complaint, the Superintendent or Secretary-Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a reportable activity under this regulation. If the Superintendent or Secretary-Treasurer determines that the complaint is a legitimate reportable activity, they will open a file and commence an investigation.

It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person(s) involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's policies.

If an investigation establishes that an employee has engaged in improper activity or reportable activity the Board will take immediate and appropriate corrective action.

**Annual Report:**

The Superintendent, shall submit to the Board, in-camera, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, July 1<sup>st</sup> to June 30<sup>th</sup>.

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Date Adopted: June 2020  
Date(s) Revised:

Cross Reference:  
Statutory: