

ADMINISTRATIVE PROCEDURE

2.50.AP

Whistle-Blower Protection

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.

ADMINISTRATIVE PROCEDURES

REPORTING A COMPLAINT

Employees may submit a complaint about any reportable activity to the Superintendent or Secretary-Treasurer at the School Board Office by email or regular mail.

It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint.

INVESTIGATION

The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation.

The Superintendent or Secretary-Treasurer may enlist the District's senior management team and / or outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.

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Date Adopted: June 2020
Date(s) Revised:

Cross References:
Statutory:



Whistle-Blower Complaint Report Form

(In accordance with Policy #2.50 and Regulations #2.50.01)

Burnaby School District – 41 will handle all complaints with strict confidentiality. The process has been designed to protect your identity when communicating your concern.

It is important for employees making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint. Should you not wish to provide your name, reported incidents will still be accepted and investigated as appropriate.

REPORTER'S CONTACT INFORMATION (Not Required)

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS	HOME PHONE
BEST TIME/PLACE TO CONTACT YOU	

SUSPECT(S) INFORMATION

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS/HOME PHONE (IF NON-EMPLOYEE)	

WITNESS(ES) INFORMATION

NAME	POSITION
DEPARTMENT/SCHOOL	HOME/WORK PHONE
NAME	POSITION
DEPARTMENT/SCHOOL	HOME/WORK PHONE

COMPLAINT: Briefly describe the improper activity and how you know about it. Specify *what, who when, where and how*. If there is more than one allegation, number each allegation and use as many pages as necessary.

What wrongdoing occurred?

How long has this incident been taking place?

Who did the wrongdoing?

When did this happen?

Where did this happen?

What enabled this to happen (how?)

EVIDENCE: Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As such, whistle-blowers are “reporting parties” not investigators.

Reference - Form 2.50.AP