



## **RATIONALE:**

The District is committed to the highest standards of ethical conduct, integrity and accountability. The District has a responsibility to safeguard District resources. The District encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be a substantively improper activity.

## **PROCESS:**

### **1. Reportable Activity**

A reportable activity is any serious wrongful conduct in connection with the District's programs or operations, including:

- a) An unlawful act, whether criminal or civil
- b) Manipulation of accounting records and finances
- c) Inappropriate use of District assets or funds
- d) Fraud or falsifying District records
- e) Theft of cash, goods, services or time
- f) Dangerous practice that could reasonably be expected to cause physical harm or damage to property
- g) Abuse of power or authority
- h) Retaliation, repercussion or reprisal for reporting under the administrative procedure

This list is not exhaustive but is intended to give an indication of the type of conduct which may be the subject of a 'reportable activity'.

A reportable activity does not include complaints about the legitimate exercise of managerial authority or other personnel actions which are subject to the grievance procedure or other processes under applicable collective agreements.

### **2. Duty to Disclose**

2.1 The expectation of the District is for an employee who is aware of or witnessed any improper activity or wrongdoing will bring the matter to the attention of the Secretary-Treasurer and the give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstance.

2.2 All reports are considered confidential and may be made anonymously.



### **3. Protection of Employee and Employer**

#### **3.1 Employee**

Any employee(s) who files a report under this administrative procedure will be protected if the employee(s):

- 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 made under this administrative procedure will be handled with strict confidentiality and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation as required by law.

No retaliation or repercussions, including dismissal or demotion may result from reporting in good faith under this administrative procedure.

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

#### **3.2 Employer**

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

#### **3.3 Reporting a Complaint**

Employees and stakeholders may submit a claim about any reportable activity to the Secretary-Treasurer at the District office by either confidential email or regular mail.

Should the reportable activity include the Secretary-Treasurer, the employee may submit a claim directly to the Board Chair of Education or the ombudsperson.

The report is to contain particulars of the alleged improper reportable activity and the name (s) and affiliation of each person involved.

### **4. Investigation Procedure**

Upon receiving a complaint, the Secretary-Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a reportable activity under this administrative procedure.

If the complaint is determined to be a legitimate reportable activity, they will open an investigation file and commence an investigation in a timely manner.



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The investigation 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 will not impede or obstruct any investigation.

The Secretary-Treasurer may enlist outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation.

It is the obligation of all employees to cooperate in any investigation.

Confidentiality will be maintained and the identity(s) of the person(s) involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law, the Board's policies or District administrative procedure.

Records of all formal and informal resolutions, hearings and reviews will be kept by the Secretary-Treasurer.