

Policy Number	8.12.1
Approval Body	Executive Committee
Policy Officer	Director Human Resources
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8.12.1 SAFE DISCLOSURE PROCEDURES

ENABLING POLICY

8.12 Safe Disclosure Policy

PROCEDURES

A. Reporting Wrongdoing

1. Reports under this policy should be made in writing.
2. Reports should be made in a timely manner. In most cases, the earlier a matter is raised, the easier it is to take action and to correct the situation.
3. Employees are encouraged to report suspected or actual wrongdoing to their immediate supervisor or manager as a first step. The supervisor will report to the President's Executive Committee. Students are encouraged to report suspected or actual wrongdoing to the Vice President Enrolment + Student Services as a first step.
4. Where an employee or student reports serious misconduct to his/her supervisor/Vice President Enrolment + Student Services verbally, the individual receiving the report must document the discussion, confirm its accuracy with the employee/student then forward to President's Executive Committee.
4. If an employee is not comfortable reporting the matter to his/her immediate supervisor, or is not satisfied with the supervisor/manager's response, then the employee must report the matter to a member of the President's Executive Committee or designate. If a student is not comfortable reporting the matter to the Vice President Enrolment + Student Services s/he must report the matter to a member of the President's Executive Committee or designate.
5. Employees are required to provide factual information to substantiate the report and to share any evidence supporting their allegations. All reports must provide sufficient detail to enable investigation of the allegation. Characterization of conduct is not sufficient.
6. The reporting procedure may be abridged in circumstances where time is of the essence.
7. Issues may be redirected for investigation under other procedure, jurisdictions (e.g., Work Safe, Harassment Procedures, Human Rights) as is appropriate.

B. Investigating Allegations

1. Reports under this policy will be investigated promptly. The President's Executive Committee will designate an internal or external Investigator to conduct an investigation of reported allegations. The investigator will have special expertise in the area concerned and will report to the President's Executive Committee. The investigator is expected to conduct their investigation in compliance with the University's Conflict of Interest policy.

If the allegation is against a member of the President's Executive Committee, that individual would be excluded from their role on the President's Executive Committee in this process.

2. The facts alleged will determine the order of investigation and the investigator appointed.
3. The Investigator will conduct interviews associated with the investigation in a manner which respects individual privacy and confidentiality.
4. The Investigator will interview witnesses identified by the complainant. The Investigator may also interview others who are in a position to provide information relevant to the investigation. If an individual is accused of wrongdoing, the Investigator will be required to apprise the individual of the allegations and to interview the individual at an appropriate point during the investigation.
5. Subject to legal constraints and confidentiality, the Investigator will inform the complainant of the results of the investigation as soon as practicable.
6. Investigations and communication of outcome will be conducted in accordance with collective agreement terms, where applicable.
7. The University will retain records relating to the report and investigation for a period of seven (7) years.

C. Confidentiality

1. Employees are encouraged to identify themselves when making a report in order to facilitate the investigation of the allegations. It may not be possible for the University to conduct a complete investigation where a report is anonymous.
2. In determining whether to pursue the investigation of an anonymous report, the President's Executive Committee will consider the following factors:
 - a. the seriousness of the allegation;
 - b. the presentation of credible corroborating evidence; and
 - c. the likelihood of confirming the allegation from an independent or reliable source.
3. The University will make every reasonable effort to provide confidentiality to those reporting serious misconduct to the extent possible consistent with the need to conduct an adequate investigation. Whether or not an employee's identity can be fully protected will depend upon the nature of the allegations. While every effort will be made to respect an employee's wish to remain anonymous, no guarantee of confidentiality can be made given the investigation process.
4. Employees interviewed by an Investigator under this policy are expected to treat the matter confidentially and refrain from discussing it in the workplace or elsewhere.
5. Content of the investigation will be kept confidential to the extent authorized or required by law. Information sharing will be restricted to those who have a clear need to know.

D. Disciplinary Offences

1. An employee making a knowingly false, bad faith or malicious report may be subject to discipline up to and including termination of employment.
2. An employee or student who retaliates against someone who has reported a wrongdoing in good faith is subject to discipline, up to and including termination of employment or expulsion from the University.
3. Anyone found to have engaged in wrongdoing may be subject to disciplinary action up to and including termination of employment.
4. Any disciplinary action taken as a result of this procedure is the responsibility of the University and is subject to the grievance procedure under any applicable collective agreement or common law principles.