

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. D-7

Adopted: October 19, 2016

WHISTLE BLOWER

Preamble

The Board of Education is committed to upholding ethical standards in the school district and will foster and maintain an environment where employees can work safely and appropriately without fear or retaliation. All employees, and others performing work on behalf of the school district, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board policies and procedures that apply to their work activities in addition to demonstrating ethical behavior.

The Board expects employees, and others who have serious concerns about any aspect of the school district's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.

Policy

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. Reports of workplace wrongdoings may be made to the Board chairperson or the superintendent or secretary treasurer. It is a violation of the policy for anyone to knowingly make a false complaint of wrongdoing or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

REGULATIONS

No. D-7

Adopted: February 22, 2017

WHISTLE BLOWER

The District expects that an employee who is aware of or witness to any improper activity or wrongdoing will bring the matter to the attention of the district.

Any employee who files 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 him or her in any manner, including dismissal or demotion, because of reporting.

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

Nothing in the 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.

Employees who have serious concerns about any aspect of School District operations should bring the concern forward to their supervisor, the superintendent or secretary treasurer in either of the following ways:

- confidential email
- telephone

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 concern under this procedure.

If the superintendent or secretary treasurer determines the complaint is legitimate, he or she will open a file and commence an investigation in a timely manner.

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 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.

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 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 district will take immediate and appropriate corrective action.

Record of Proceedings: Records of all formal and informal resolutions, hearings, and reviews will be kept by the appropriate person: superintendent or secretary treasurer. Any records concerning employees will be maintained in accordance with all applicable laws and regulations.

Annual Report

The superintendent or secretary treasurer shall submit to the board, in an in-camera board meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, July 1 and June 30.