PrPr (c)-Sub (c7B 1 Tf-0.006 Tc 4)-99 and accountability. Employees are often the first to realize there may be something seriously wrong within the School District ("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 officers or employees.

DEFINITIONS

"   " means:

   i.   in respect of a health-related matter, the provincial health officer,
   ii. in respect of an environmental matter, the agency responsible for the Emergency
        Program Act, or
   iii. in any other case, a police force in British Columbia.

"**Personal Information**" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred.

"   " refers to a referral of allegations of Wrongdoing received from the Ombudsperson .5 (e)( )0.8(

I. DUTY TO DISCLOSE

1. The Board expects an employee who is aware of, or has witnessed any Wrongdoing, to bring the matter to the attention of the School District in accordance with the Policy and this Procedure. The School District will investigate Disclosures that it receives under the Policy and take corrective actions appropriate to the circumstances. The School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under the Policy.

II. WHO MAY MAKE A DISCLOSURE

1. Any Employee may report Wrongdoing under the Policy if the alleged Wrongdoing occurred while the Employee was employed or engaged by the School District.

2. Reports received from members of the public or from Employees who were not engaged by the School District at the time that Wrongdoing occurred, or is alleged to have occurred, are <u>outside</u> the scope of the Policy and this Procedure.

III. HOW TO MAKE A DISCLOSURE

1. An Employee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

   i.   that person's Supervisor;
   ii. the Superintendent;
   iii. a Designated Officer other than the Superintendent; or
   iv. The Ombudsperson.

2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:

   i.   a description of the Wrongdoing;
   ii. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
   iii. the date or expected date of the Wrongdoing;
   iv. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
   v.   whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under the Policy, this Procedure or the PIDA, will not be provided to an anonymous Discloser, except at the discretion of the

5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to Wrongdoing by th

Designated Officers listed in subparagraphs (i), (ii) and (iii), then the Disclosure or Referral should be referred to the Ombudsperson.

VI. RESPONSIBILITIES OF THE DESIGNATED OFFICER

1. The Designated Officer is responsible to:

    i.   receive and respond to any Disclosure, Referral or request for Advice;
    ii. receive and respond to reports made by employees about Urgent Risks;
    iii. if the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;

Procedure

IX. PRIVACY AND CONFIDENTIALITY

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, Referral, or request for Advice or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, this Procedures and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure, a request for Advice, a Referral or a complaint of a Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.

3. Any person who, in their capacity as an employee or trustee of the School District, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or the PIDA, except with the consent of the Discloser or as authorized or required by the PIDA or other applicable laws.

4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

X. REPRISALS

1. The School District will not tolerate Reprisals against Employees.

2. An employee who believes that they have been the subject of a Reprisal may make a complaint to:

   i. the Ombudsperson, who may investigate in accordance with the procedures set out in