



Procedure Name	Whistleblower		
Policy #	504	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

PROCEDURES

Reporting Violations

1. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the College’s reporting process. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. To protect your confidentiality and the confidentiality of the investigation, it is advisable not to discuss the matter with friends and colleagues. However if you self disclose your identity, the College no longer will be obligated to maintain your confidentiality.
2. Individuals should share their questions, concerns, suggestions, or complaints with a member of the Executive team who can address them properly. In many cases the individual’s supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor’s response, individuals should take their concerns to other appropriate Executive team members. Students may wish to take concerns to their respective counsellor. Persons who receive protected disclosures should have the complainant complete the Whistleblower Form, then in turn contact the most senior College Executive position responsible for Human Resources.
3. An alternative method to report concerns is to submit a completed Whistleblower Form directly to the most senior College Executive position responsible for Human Resources by mail or email. If the allegation involves the most senior College Executive position responsible for Human Resources, the individual reporting the violation may submit a completed Whistleblower Form directly to the President and CEO.
4. Protected disclosure regarding the President and CEO, accounting or auditing issues will be referred to the Board.
5. The appropriate College official receiving the protected disclosure will notify the disclosing individual (if identity is known) and acknowledge receipt of the reported violation or suspected violation within

ten working days for most issues and within 24 hours for alleged criminal or environmental violations. All reports will be promptly investigated within 45 calendar days and appropriate corrective action will be taken if warranted by the investigation.

Individual Responsibilities

- Be knowledgeable about this policy.
- Report violations or suspected violations of the policy to the individual's direct supervisor or to the appropriate administrator or office as noted above.

Department/Supervisory Responsibilities

- Familiarize employees, students and volunteers with this policy. Provide information about this policy during New Employee Orientation which is the supervisor's responsibility.
- Schedule training for leaders, supervisors and managers. Provide training or information on an ongoing basis for faculty, staff, student, employees and volunteers.

Senior Executive Responsible for Human Resources

- Deem whether it is protected disclosure, gross mismanagement or waste, or if it is a labour relations or management issue that needs to be addressed within that context.
- Accept and assist in investigating protected disclosures. Maintain findings of wrongful conduct or false allegations in the individual's personnel file.
- Accept and investigate complaints of retaliation for making protected disclosures.
- Provide training for managers and departments about this policy.

President and CEO

- Lead the investigation of all protected disclosures except for those regarding the President and CEO, accounting and auditing.
- Inform the Whistleblower of the disposition of the disclosure and findings. However there might be overriding legal or public interest reasons not to do so. Any action taken against an employee may be personal and confidential, in which case, it cannot be disclosed.

Board of Governors

- Lead the investigation on all protected disclosures regarding the President and CEO, accounting and audit issues