

Administrative Procedure 461

Duty to Report

Background

Every staff member has a fiduciary responsibility to work in the best interests of the division and to use all available resources in the achievement of the division's mission. To this end, all staff members shall conduct themselves, personally and professionally, in a highly ethical manner so as not to bring the division or other staff members into public disrepute or ridicule.

All staff members shall refrain from using their position to benefit either themselves or any other individual or agency apart from the total interest of the division.

Procedures

1. Any staff member who believes or has information another has acted in an illegal or unethical manner has a duty to report the matter directly to the director.
2. In reporting such a matter, the staff member must adhere to pertinent codes of ethics.
3. The director or designate will thoroughly investigate any such reported conduct.
4. No staff member shall take retaliatory action with the intent to dissuade or punish an individual for participating in this process. Sanctions may be imposed for retaliation.
5. Confidentiality will be maintained throughout the process. Information relating to the matter will only be disclosed to the extent necessary to investigate the allegation.
6. Employees will not be terminated or face threat of termination for reporting alleged illegal activity to a lawful authority, or who testified or could testify in an investigation or proceeding.

Reference: Section 116, 117 Education Act; Section 74 (1), (a), (b) (3) Labour Standards Act
Whistleblower Protection in Labour Standards Legislation