

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

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<b>No. 851 DISCLOSURE OF WRONGDOING</b>	<b>March 7, 2007 Revised April 14, 2015</b>	<b>1 of 3</b>

**It is the policy of the Tri-County Regional Centre for Education for employees to report concerns of wrongdoing with protection against reprisal actions which might have resulted from the disclosure.**

**PROCEDURE Under Policy No. 851**

**General**

The Tri-County Regional Centre for Education recognizes that it is imperative that employees feel free to report concerns of wrongdoing without the fear of reprisal or intimidation. At the same time, the Tri-County Regional Centre for Education must ensure that the reporting process cannot be used as a tool to harass other employees or to second-guess decisions made within an individual's scope of authority, unless such decisions were themselves a violation of policies or procedures or would lead others to violate policies or procedures.

The Tri-County Regional Centre for Education requires management and staff to perform their responsibilities with the utmost integrity and care.

In the implementation of this policy, the Tri-County Regional Centre for Education must adhere to the principles and provisions of the Canadian Charter of Rights and Freedoms, the Human Rights Act, collective agreements, the Labour Standards Code, the Occupational Health and Safety Act, and other Tri-County Regional Centre for Education policies, as applicable.

**Guidelines**

1. A concern of wrongdoing will arise if there is:
  - a) a violation of the Education Act and Regulations under the Act, if the violation relates to the official activities of employees or any public funds or assets;
  - b) gross mismanagement;
  - c) an act or an omission that creates a substantial and specific danger to the life, health or safety of a person; or
  - d) the taking of a reprisal against an employee.
  
2. A reporting of a concern(s) must be made in good faith.



## **PROCEDURE Under Policy No. 851 (cont'd)**

3. A reporting of a concern(s) must be made as soon as possible, but no later than three (3) months of the employee becoming aware of the incident.
4. Investigations around wrongdoing will be conducted in a private and confidential manner respecting the rights of individuals involved. To the extent possible, the identity of the persons involved in the disclosure process, including employees, witnesses and persons who are alleged to be responsible for wrongdoing, shall be protected from publication.
5. No persons should publicly disclose any information that comes to their knowledge in the performance of their duties under this policy.

### **Application**

This policy applies to all employees of the Tri-County Regional Centre for Education.

### **Disclosure Process**

Employees are expected to follow a systematic approach for the disclosure of a wrongdoing by the disclosure process identified below. **All disclosures must be made in written form** (Appendix A) unless there is imminent and serious danger.

1. An employee who reasonably believes that they are being asked to commit a wrongdoing, or who reasonably believes that a wrongdoing has been committed or is about to be committed, may disclose the matter to their immediate supervisor/manager.
2. If an employee reasonably believes the matter is not being appropriately addressed by their immediate supervisor/manager, or if the employee reasonably believes it is not appropriate to disclose the matter to their immediate supervisor they may disclose the matter to their Director.
3. If an employee reasonable believes the matter is not being appropriately addressed by their Director or if the employee reasonably believes it is not appropriate to disclose the matter to their Director, they may disclose the matter to the Regional Executive Director of Education.
4. If none of the previous steps resolves the issue, it should be directed to the Department of Education through the Regional Education Officer, in written form and signed.



**Appendix A – Policy #851**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (school/work location)

in \_\_\_\_\_ would like to disclose a wrongdoing.  
(location)

Nature of the wrongdoing: \_\_\_\_\_

Date of wrongdoing: \_\_\_\_\_

Name of person alleged to have committed or to commit the wrongdoing: \_\_\_\_\_

Position of wrongdoer: \_\_\_\_\_

Has this disclosure been made before: \_\_\_\_\_

If yes, to whom and when (name, position, department, date): \_\_\_\_\_  
\_\_\_\_\_

Further comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contact Information:  
E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_