

In this Guidelines and the Policy, the following capitalized terms are defined as indicated:

- 1.1 "Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or complaint about a Reprisal under this Policy of PIDA;
- 1.2 "School District" means the School District designated by the Superintendent from time to time, which includes, in accordance with section 5 of this Guidelines, the Secretary Treasurer, and the Chair person of the Board of Education;
- 1.3 "On Employee or Trustee" means an Employee or Trustee who makes a Disclosure or seeks Advice or

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

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termination or any other act that adversely affects employment or working condition
of an Employee or Trustee because they made a Disclosure, sought Advice, made a
complaint about a Reprisal or participated in an Investigation;

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of reprisal is made;

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- 1.17.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal or vice principal ;
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- 1.21.4 gross or systematic mismanagement;
 - 1.21.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs 1.21.1 to 1.21.4 above.
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- 2.1 Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
 - 2.2 Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred

not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

- 3.4 A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer , or the Ombudsperson.
- 3.5 A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

5.1 Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:

5.1.1 Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Guidelines to any other Designated Officer;

5.1.2 If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson .

The Designated Officer is responsible to:

6.1 Receive and respond to any Disclosure;

6.2 Receive and respond to reports made about Urgent Risks;

6.3 If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;

6.4 Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;

6.5 Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;

6.6 If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;

6.7 Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;

6.8 If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;

6.9 Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;

6.10 Manage communications with the Discloser and Respondent;

6.11 Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8.7; and

6.12 Ensure that, in accordance with section 9 of this Guidelines, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

All Employees and Trustees are responsible to:

- 7.1 Make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- 7.2 Refrain from engaging in Reprisals and report all Reprisals in accordance with this Guidelines and PIDA;
- 7.3 Maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Guidelines , and PIDA;
- 7.4 Provide their reasonable

- 8.6.3 the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
- 8.6.4 the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
- 8.6.5 the Disclosure relates solely to a public policy decision;
- 8.6.6 the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
- 8.6.7 the Investigation may compromise another investigation; or
- 8.6.8 PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
- 8.7 6 X E M H F W W R W K H 6 F K R R O ' L V W U L F W ¶ V a n d R e s p o n d e n t (s) , 3 3
 Discloser and the Respondent(s) will be provided with a summary of the School ' L V W U L F W ¶ V
 findings, including:
- 8.7.1 notice of any finding of Wrongdoing;
- 8.7.2 a summary of the reasons supporting any finding of Wrongdoing;
- 8.7.3 any recommendations to address findings of Wrongdoing.
- 9.1 All Personal Information that the School District collects, uses or shares in connection with a Disclosure, 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, the Guidelines and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 9.2 Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 9.3 Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and

- 10.1 The School District will not tolerate Reprisals against Employees or Trustees.
- 10.2 Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
- 10.3 Any person who engages in any Reprisals shall be subject to disciplinary action up to and including , for an Employee, dismissal for cause.

References:

[Public Interest Disclosure Act](#)

[BC Freedom of Information and Protection of Privacy Act](#)

Appendix 1

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