

## Administrative Procedure 403 - Duty to Report

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### 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 core purpose. To this end, all staff members shall conduct themselves, personally and professionally, in a highly ethical manner.

All staff members shall in good faith promptly report any unlawful or improper conduct of which they become aware, without the fear of retaliation. In doing so, the Division encourages employees to comply with their respective codes of conduct (ethics).

### Procedures

1. Any staff member who believes another has acted in an illegal or unethical manner has a duty to reported through the PublicSchoolWorks staff conduct reporting communication portal , or
  - 1.1. In the case of the Secretary-Treasurer, the individual would report in writing directly to the Superintendent.
  - 1.2. In the case of the Superintendent, the individual would report in writing directly to the Board Chair. Such a report must be made within two (2) years of the alleged occurrence.
  - 1.3. The following wrongdoings would constitute inappropriate behavior:
    - 1.3.1. Contravention of any provincial or federal legislation.
    - 1.3.2. A substantial and specific danger to the life, health or safety of individuals.
    - 1.3.3. A substantial and specific danger to the environment.
    - 1.3.4. Mismanagement of public funds.
    - 1.3.5. Knowingly directing or counseling an individual to commit a wrongdoing outlined in the above clauses.
  - 1.4. The report must include the following information, if known:
    - 1.4.1. A description of the wrongdoing.
    - 1.4.2. The name of the individual or individuals.
    - 1.4.3. The date of the wrongdoing.
    - 1.4.4. Additional information deemed to be helpful in the investigation.
  - 1.5. Reports of staff violations must be signed by the individual making a complaint of a wrongful act. Anonymous communications will not initiate action.
2. The Superintendent will thoroughly investigate any such reported conduct. Such investigation shall be initiated within fourteen (14) days and concluded within ninety (90) days. In the case of the Superintendent, the Board Chair will determine the process for investigation.

- 2.1. In the case of a staff, the Superintendent will assign the Deputy Superintendent to be responsible for the investigation, and the Assistant Superintendent of Human Services would be normally assigned to conduct the investigation and report the results of the investigation to the Deputy Superintendent. Where the subject of the investigation is the Deputy Superintendent or Assistant Superintendent of Human Services, the Superintendent would assign a different individual to be responsible to conduct the investigation.
- 2.2. In the case of financial and/or privacy matters, the Superintendent will assign the Secretary-Treasurer to be responsible for the investigation, and the Assistant Superintendent of Human Services would normally be assigned to conduct the investigation and report the results of the investigation to the Secretary-Treasurer. Where the subject is the Secretary-Treasurer or Assistant Superintendent of Human Services, the Superintendent would assign a different individual to be responsible to conduct the investigation.
- 2.3. The Superintendent may, at their discretion, determine the correct individuals to be responsible for an investigation and conduct the investigation.
3. Should the Superintendent or the Board Chair, as the case may be, believe that the matter constitutes an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, the matter shall be referred to the Public Interest Commissioner as soon as reasonably practicable.
4. The investigation shall be conducted in accordance with the principles of procedural fairness and natural justice.
5. Should the Superintendent or the Board Chair, as the case may be, have reason to believe that further wrongdoings have been committed or may be committed, a further period of investigation of reasonable length may be necessary.
6. Should the Superintendent or the Board Chair, as the case may be, have reason to believe that an offence has been committed the authorities are to be advised as soon as reasonably practicable.
7. The investigation may cease at any time if the disclosure is determined to be:
  - 7.1. Frivolous or vexatious,
  - 7.2. Has not been made in good faith, or
  - 7.3. Does not deal with wrongdoing.
8. Confidentiality will be maintained throughout the process.

- 8.1. Information relating to the matter will only be disclosed to the extent necessary to investigate the allegation.
- 8.2. The identity of individuals will be protected in keeping with the principles of procedural fairness and natural justice.
9. The Superintendent or the Board Chair, as the case may be, must notify the individual who made the disclosure that a decision has been made and provide the individual with any information the Superintendent or Board Chair considers appropriate in the circumstances.
10. Disciplinary action up to and including termination of employment may be taken in addition to any specific sanctions provided for by law.
11. In accordance with *Board Policy 23 - Public Interest Disclosure (Whistleblower Protection)*:
  - 11.1. No staff member shall take retaliatory action with the intent of dissuading or punishing an individual for participating in this process.
  - 11.2. Sanctions may be imposed for retaliation.
  - 11.3. The complaint of a reprisal may be investigated as above.
12. Any staff member may report wrongdoing or reprisal in writing to the Public Interest Commissioner.
13. It shall be the responsibility of the Principal and Division supervisors to convey the information contained in this Administrative Procedure to staff annually and more frequently if deemed appropriate.
14. An employee who is considering making a disclosure may request information or advice from the Superintendent or the Board Chair, as the case may be.
15. This Administrative Procedure does not immunize an employee from the consequences of his/her own actions, if such actions do not constitute reasonable and good faith disclosure in filing his/her report.

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Reference: Section 33, 52, 53, 68, 196, 197, 203, 204, 222, 225 Education Act  
Public Interest Disclosure (Whistleblower Protection) Act  
Teaching Profession Act  
Public Interest Disclosure (Whistleblower Protection) Regulation  
ATA Code of Professional Conduct

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