

<p><i>Policy Manual</i></p> <p>PAGE: 1 of 1</p>	<p>CODE: Policy 14 TITLE: Whistleblower Protection APPROVED: May 26, 2009 AMENDED/REVIEWED: February 27, 2024</p>
<p>LEGAL REFERENCE: Section 33, 52, 53, 68, 196, 197, 203, 204, 222, 225 Education Act; Public Interest Disclosure (Whistleblower Protection) Act; Public Interest Disclosure (Whistleblower Protection) Regulation 71/2013); GPPSD Administrative Procedure 403 – Duty to Report</p>	

## Policy

The Board is committed to acting with integrity and to ethical behaviour in all matters. To that end, the Board will help to foster and maintain an environment where employees can act appropriately, without any fear of reprisal. Further, the Board strongly encourages employees to seek counsel from supervisors whenever they are in doubt about the best and ethical course of action in a particular situation.

## Guidelines

1. The Superintendent is the “chief officer” of the Division as stipulated in the Public Interest Disclosure (Whistleblower Protection) Regulation.
2. The Superintendent must develop an Administrative Procedure to operationalize the Public Interest Disclosure (Whistleblower Protection) Act and Regulation throughout the Division.
  - 2.1 Administrative Procedure 403: Duty to Report ([Link to AP 403 Duty to Report](#)) describes the process to be followed for an employee to submit a concern.
  - 2.2 The intent of the Administrative Procedure must reinforce the duty of every staff member to report genuine concerns of any wrongdoings as defined in the Act.
  - 2.3 The Administrative Procedure must provide assurance that any concerns expressed will be investigated thoroughly and that staff members raising concerns reasonably and responsibly will not be penalized in any way.
  - 2.4 Further, the Administrative Procedure must make provision for the reporting of concerns to the Board Chair in the event circumstances prevent a disclosure to the Superintendent.