

## General

- 1.1 The Board of Education of School District No. 10 (Arrow Lakes) (the “**Board**”) is committed to honesty, integrity and accountability in its operations, programs and services and to promoting a culture of openness and transparency. The Board encourages and supports all personnel in bringing forward reports of unlawful acts and acts of Wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act (“**PIDA**”). For the purposes of this policy, “**Wrongdoing**” refers to:
- 1.1.1 A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
  - 1.1.2 An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
  - 1.1.3 A serious misuse of public funds or public assets;
  - 1.1.4 Gross or systematic mismanagement; or
  - 1.1.5 Knowingly directing or counselling a person to commit any act or omission described in paragraphs (1.1.1) to (1.1.4) above.
- 1.2 This policy and related protocols aim to establish a process, in compliance with PIDA, for employees and Trustees, past or present, to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.
- 1.3 This policy applies to alleged wrongdoing in the district’s operations or personnel. This policy does not displace other mechanisms set out in Board policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

## Principles

- 1.4 The Board is committed to supporting ethical conduct in its operations and seeks to foster a culture in which employees and Trustees, past or present, are encouraged to

disclose wrongdoing, including by receiving, investigating and responding to a report of wrongdoing made under this policy, including received by the Board from the Ombudsperson or another institution (a “**Disclosure**”), and by providing information and training about PIDA, and Board policy and protocols.

- 1.5 The Board will investigate the disclosures that it receives under this Policy. Investigations undertaken by the Board or Ombudsperson (an “**Investigation**”) made under this Policy will follow procedural fairness and natural justice principles.
- 1.6 The Board will not commit or tolerate any threat to impose discipline, demotion, termination or any other act that adversely affects the employment or working condition of an employee or Trustee, past or present (a “**Reprisal**”) against any employee or Trustee, past or present, who, in good faith, requests advice in respect of making a Disclosure (“**Advice**”), makes a Disclosure, participates in an Investigation or makes a complaint under this policy.
- 1.7 The Board is committed to protecting the privacy of disclosers, persons accused of wrongdoing and those who participate in investigations in a manner consistent with its obligations under PIDA and the Freedom of Information and Protection of Privacy Act (“**FIPPA**”).

#### Privacy and Confidentiality

- 1.8 All personal information, as set out in FIPPA, i.e. recorded information about an identifiable individual, that the Board collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this policy, district protocols, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

#### Reporting

- 1.9 Each year, the Superintendent shall prepare, following the requirements of PIDA, and make available a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this policy will comply with the requirements of FIPPA.

#### Responsibility

- 1.10 The Superintendent is responsible for administrating this policy and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and PIDA.

1.11 If the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of the district. The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.