

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

POLICY 534: WHISTLEBLOWER PROTECTION

BACKGROUND

Under the Public Interest Disclosure (Whistleblower Protection) Act, wrongdoing is defined as:

1. a contravention of an Act, a regulation made pursuant to an Act, an Act of the Parliament of Canada, or a regulation made pursuant to an Act of the Parliament of Canada;
2. an act or omission that creates an imminent risk to the health and safety of individuals, or a specific threat to the environment;
3. gross mismanagement of public funds or a public asset; or
4. knowingly directing or counselling an individual to commit a wrongdoing mentioned in the above instances.

POLICY

The Board of Trustees believes that employees should feel comfortable in all aspects of their job including when it comes to filing a complaint. The Board encourages employees to comply with their respective code of ethics in making good faith reports of any unlawful or improper conduct without the fear of retaliation.

GUIDELINES

1. An employee will promptly report any such information to the Superintendent who is defined as the Chief Officer under this legislation.
2. Where the concern is related to the Superintendent, an employee will promptly report any such information to the Board Chair.
3. The employee may make the disclosure to the Public Interest Commissioner and advise the Commissioner that the disclosure has been made to the employee's designated officer for the purposes of commencing an investigation.
4. All complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.
5. Adverse personnel action or reprisals will not be taken against an employee for the reporting of information pursuant to this administrative procedure, provided the reporting employee has acted reasonably and in good faith.

6. 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.
7. Reports of employee violations will be signed by the individual making a complaint of a wrongful act. The Division will not respond to anonymous communications.

REFERENCES

Public Interest Commissioner

Public Interest Disclosure (Whistleblower Protection) Act

Approved: December 17, 2013

Revised: _____

