

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name WHISTLEBLOWER POLICY 726

Board Approved: December 4, 2023

Review Prior To: December 2028

POLICY

Superior-Greenstone District School Board Employee Code of Conduct requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Superior-Greenstone District School Board must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

It is the responsibility of the Board to ensure that the Code of Conduct is effectively implemented and enforced. The Board shall review the Code of Conduct annually and make any necessary amendments. The Board shall also ensure that all employees are aware of the Code of Conduct and understand their responsibilities under it.

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Policy 602.2, Employee Acceptable Use of Technology, Policy 608 Computer Network Security, and Policy 612 IT Information Privacy.

iv. Irregular and/or improper accounting, internal controls, or auditing practices or conduct.

v. Conflicts of interest (personal or otherwise) influencing the objectives and decision

vi. Conduct or practices that create a danger to life, the physical and/or mental health and well-being, safety of students, staff or other parties where applicable, or to the learning or working environment.

vii. Time theft (i.e., an act where an employee collects pay for time not actually worked).

viii. An actual or suspected violation or contravention of any federal or provincial law, regulation, SGDSB policies or administrative procedures as it relates to the SGDSB.

ix. Unprofessional conduct or conduct that contravenes Policy 707 Employee Code of Conduct.

x. Knowingly directing or counselling a person to commit a wrongdoing of illegal or inappropriate conduct.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct, which constitutes wrongdoing under this policy. Employees who are in doubt as to whether a concern is an improper activity should contact the Board Compliance Officer or the Director of Education prior to reporting any wrongdoing. Should the wrongdoing involve the Board Compliance Officer or Director of Education, employees should contact the Chair of the Board of Trustees.

PROCEDURE

1.0 Retaliation & Acting in Good Faith

Any individual involved in a complaint or investigation concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. This includes individuals who may have:

- reported suspected incidents of wrongdoing;
- sought advice about making a disclosure;
- cooperated in an investigation;
- acted as a witness to any investigation; or
- acted in compliance with this Policy.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be treated as a serious disciplinary offense.

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence (in accordance with Policy 717 Workplace Harassment and Human Rights and the Occupational Health and Safety Act). An employee who retaliates

2.0 Reporting Violations

Employees and other stakeholders are expected to share their questions, concerns, suggestions,

Should the reported violation be against a Compliance Officer, the Chair of the Board will assume the aforementioned responsibilities for handling reported violations.

REFERENCES

Occupational Health and Safety Act of Ontario

Superior-Greenstone DSB Policies and Management Guidelines

- P-207 Lines of Communication Regarding Complaints
- P-602.2 Employee Acceptable Use of Technology
- P-608 Computer Network Security
- P-612 IT Information Privacy
- P-707 Employee Code of Conduct
- P-717 Workplace Harassment and Human Rights
- P-723 Conflict of Interest