



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE:

WHISTLEBLOWER

Addendum to Policy 614: Whistleblower

Effective: September 29, 2021

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- 1.3 Where the Director of Education is suspected of alleged wrongdoing, the investigation will be conducted by a third party investigator and reported to the entire Board of Trustees.
 - 1.4 An individual can report their concerns to the third party certified ethics reporting service via email, fax, mail, or phone.
 - 1.5 The third party certified ethics reporting service shall collect all information from the reporting, creating a unique case file for each matter reported. The information will be assessed and forwarded as per the Board Policy.
 - 1.6 In all cases not involving the Director, the Director will assess the nature of the report to determine if the complaint falls under the definition of wrongdoing. The Director may determine that an investigation may not proceed in the following circumstances:
 - (i) the matter would more appropriately be dealt with through another existing process to which it will be referred including but not limited to Policy 424 Disposition of Complaints and Policy 425 Workplace Harassment;
 - (ii) the matter is already being dealt with through an investigation being conducted by a law enforcement body.
 - (iii) the complaint expresses disagreement with a YCDSB policy or procedure (the reporting of wrongdoing process is not designed to be an avenue for addressing disagreements with a policy decision);
 - (iv) the complaint is already subject to litigation or court proceedings;
 - (v) the complaint is related to an employment or labour relations matter that should be dealt with through another procedure;
 - (vi) the complaint is frivolous, vexatious or made in bad faith;
 - (vii) there has been a one year or more delay between the time when the complainant became aware of the suspected wrongdoing and the time of disclosure;
 - (viii) there is insufficient information to proceed.
2. Investigation of Suspicions or Allegations of Wrongdoing
 - 2.1 The Director of Education and/or the Chair/Vice Chair of the Board as appropriate, shall ensure that all instances of alleged wrongdoing shall be appropriately investigated and reported to the Board on a monthly basis regarding the nature of the complaints and actions taken with the complaints.
 - 2.2 Investigations will be addressed in accordance with th

2.5 All participants in an investigation of an alleged wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing, shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those conducting the investigation.

3. Duty to Protect

3.1 The identities of all participants in an investigation of wrongdoing, including persons who make a disclosure, witnesses, and the persons alleged to be responsible for wrongdoing will be protected and remain confidential unless it is a criminal matter and must be reported to the appropriate authorities.

3.2 A person who has reasonable grounds for believing he or she has suffered a reprisal is entitled to make a complaint to the Board of Trustees.

3.3 The Board shall implement the procedures to investigate complaints as outlined

3.4

Whistleblower Process

