

SAFE DISCLOSURE

Approval Authority	President
Responsible Executive	Associate Vice-President, Human Resources
Related Policies / Legislation	Board Policy on Safe Disclosure (BRP 220) Conflict of Interest (142) Statement of Institutional Ethics (22) B.C. <i>Freedom of Information and Protection of Privacy Act</i> B.C. <i>Human Rights Code</i>

PURPOSE

This policy ensures that students, volunteers or employees of the University of the Fraser Valley are protected against reprisals if they disclose, in good faith, wrongdoing, unethical conduct, fraud or abuse of public trust that they observe in the context of performing their duties or activities.

SCOPE

This policy applies to all students, employees or volunteers.

POLICY

The University of the Fraser Valley (UFV) is committed to the highest possible standards of openness, honesty and accountability in its dealings. UFV employees, students and volunteers are expected to act with integrity and honesty in support of the work of the university, and to respect and protect its people, reputation, property and resources. UFV recognizes that the good-faith reporting of alleged improper acts is a necessary and valuable service to the university.

Employees and students, because of their involvement in UFV's day-to-day operations, are often in the best position to observe and report unethical conduct or abuse of the public trust. In keeping with the university's commitment to accountability and transparency, the university will maintain an environment of safe disclosure for good faith reporting of improper activities (commonly referred to as "whistle blowing").

Nothing in this policy shall limit or supersede any other agreements entered into by the university and its employee groups, contracts, policies or procedures.

This policy and its procedures are subject to the *Human Rights Code*, the *Freedom of Information and Protection of Privacy Act* and laws of general application.

REGULATIONS

An employee, student or member of the public who has reason to believe that an employee of the university is engaged in misconduct related to the university is encouraged to report the misconduct to a person or entity with the power to take corrective action, as follows:

- A university employee who has reason to believe another employee is engaged in misconduct will normally report it to that employee's supervisor or to another manager, who must report the alleged misconduct to an administrator (Director, Vice-President, or the President as

appropriate).

- A student or member of the public who has reason to believe an employee is engaged in misconduct will normally report it to an administrator (Director, Vice-President or the President as appropriate).
- The President must be advised of all reports of misconduct made under this policy unless the report is of misconduct on the part of the President, in which case the Chair of the Board of Governors must be advised of such report.

Initial enquiries will normally be made by the Director, Vice-President or the President to whom the report of misconduct is made, to decide whether an investigation is appropriate and, if so, what form it should take. As appropriate, the complaint may be dealt with by:

- Referral to the police or appropriate authorities;
- Referral to the external auditor;
- Investigation by management;
- Referral to the Board of Governors; or
- Referral to an independent investigator.

The individual reporting the misconduct will be informed of the outcome of the initial inquiry, and of the outcome of the investigation, if any.

UFV respects the right of persons to request confidentiality in reporting misconduct under this policy, and when requested to do so, will refuse to disclose their identity unless required by law to do so. The university will act on complaints made by persons who ask not to be identified if the matter can be properly investigated and pursued without disclosing the identity of the complainant.

UFV will not take or threaten adverse action against an individual who in good faith reports misconduct under this policy, and in particular will not fire, discipline, suspend, penalize, intimidate or coerce a person who in good faith reports misconduct. Any acts or threats of reprisal by a UFV employee against an individual who reports, in good faith, misconduct under this policy will be considered a violation of this policy and the employee will be subject to discipline up to and including dismissal.

Where UFV finds that an employee or student makes a report of misconduct under this policy maliciously or in bad faith, or knowingly provides false or materially misleading information in a subsequent inquiry or investigation, that employee or student will be subject to discipline up to and including dismissal or expulsion.

All reports of misconduct made under this policy will be carefully documented and will include written notes on any investigations and findings. All documents with respect to reports of misconduct will be maintained by Human Resources and filed in the Human Resources department.

APPENDICES

Human Resources is responsible to develop procedures necessary to give effect to this policy and publish such procedures on the UFV website.