



**DISTRICT PRACTICE 2800
FRAUD AND WHISTLEBLOWER
PROTECTION**

DEFINITIONS:

Board of Education the Board of Education of Rocky Mountain School District No. 6

Employee applies to all the Trustees, senior leaders, directors, and employees of the School District as well as to all other stakeholders having an interest in the School District including suppliers, consultants, and contractors.

Good faith is evident when a report is made without malice or consideration of personal benefit and the employee has reasonable basis to believe that the report is true.

Reportable activity is any unlawful, illegal, or inappropriate behaviour that may include, but not restricted to:

- An unlawful act, whether civil or criminal
- Questionable accounting practices
- Falsifying School District records
- Theft of cash, goods, services or time
- Inappropriate use of School District assets or funds including human resources
- A dangerous practice likely to cause physical harm or damage to property
- Decision making for personal gain
- Abuse of power or authority
- Retaliation for reporting under this Policy

This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as 'reportable activity'.

This does not include personnel actions taken in the course of conducting the School District's business where such matters are most appropriately addressed by reference to the applicable collective agreement.

Report is an oral or written disclosure of information made through the processes described below.

[POLICY 2800 FRAUD AND WHISTLEBLOWER PROTECTION](#)

REFERENCES: [B.C. WHISTLE BLOWER PROTECTION](#)

ADOPTED: November 9, 2021

Amended: February 14, 2023



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DISTRICT PRACTICE

1. AUTHORITY

- 1.1 The responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent and the Secretary Treasurer as authorized by the Board of Education.
- 1.2 The provisions of this policy are independent of, and supplemental to, the provisions of the collective agreements between the School District and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

2. DUTY TO DISCLOSE

- 2.1 The Board of Education expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the School District and give the School District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstance.

3. PROTECTION OF EMPLOYEE AND EMPLOYER

Employee

- 3.1 Any employee who files a report or raises a concern under this policy will be protected if the employee:
 - Provides the information in good faith;
 - Believes the information to be in good faith;
 - Does not act maliciously or make false allegations; and
 - Does not seek any personal or financial gain.
- 3.2 All reports under this policy will be handled with strict confidentiality and personally identifiable information from a report will be shared only to the extent necessary to conduct a complete and fair investigation.
- 3.3 If an employee files a report or raises a concern under this policy and district practice, the School District will not retaliate against them in any manner, including dismissal or demotion, because of the reporting.
- 3.4 If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

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Employer

- 3.5 Nothing in this policy shall be deemed to diminish or impair the rights of the School District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of information.

4. REPORTING A COMPLAINT

- 4.1 Employees and stakeholders may submit a complaint about any reportable activity to the Superintendent or Secretary Treasurer at the District Administration Office, in writing via email or by written letter submitted in confidence.
- 4.2 It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information when submitting a complaint.

5. INVESTIGATION

- 5.1 Upon receiving a complaint, the Superintendent or Secretary Treasurer will record the receipt of the complaint and determine whether the matter is, a reportable activity under this policy.
- 5.2 If the Superintendent or Secretary Treasurer determines that the complaint is legitimate reportable activity, they will open a file and commence an investigation.
- 5.3 The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation. The School District shall ensure confidentiality in all matters.
- 5.4 The Superintendent or Secretary Treasurer may enlist the Senior Leadership Team and/or outside legal, accounting, or other advisors as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness, and observance of legal and professional standards.
- 5.5 The Superintendent or Secretary Treasurer shall enlist the appropriate outside legal, accounting, or other advisor to conduct any investigation, when investigating a senior leadership team member (including Principals and Vice Principals). All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness, and observance of legal and professional standards.

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- 5.6 It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law of the School District’s policies and practices.
 - 5.7 If an investigation establishes that an employee has engaged in improper activity or reportable activity, the School District will take immediate and appropriate corrective action.

6. ANNUAL REPORTING AND FRAUD ASSESSMENT REQUIREMENTS

- 6.1 The Superintendent shall submit to the Board of Education, in a closed meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, July 1 – June 30.
- 6.2 The Superintendent or designate will communicate to all School District staff this district practice and its purpose on an annual basis at the beginning of each school year in September.
- 6.3 The Secretary Treasurer will complete an assessment of fraud risk exposure on an annual basis and report the results to the Finance and Audit Committee. The report will address measures in place to prevent or detect fraud.