

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	B. Financial and Administrative
SUBJECT:	Disclosure Protection
POLICY NUMBER:	B25
CROSS REFERENCE:	
NEW \ REVISED	
Administrative Services Committee	Academic Council
October 17, 2016	

A. Purpose

This Disclosure Protection Policy (the "**Policy**") applies to the personnel charged with the administration of Olds College (the "**Officers**"), faculty members, and any other staff members (each individually an "**Employee**" and collectively, the "**Employees**").

This Policy has been developed in compliance with the *Public Interest Disclosure (Whistleblower Protection) Act*. The *Act* applies to Wrongdoings alleged to have been committed after June 1, 2013. Olds College recognizes the requirement to comply with the *Act* and will ensure that any disclosure of Wrongdoing is managed and investigated in accordance with the legislation.

As a public post-secondary institution, the integrity of Olds College ("**Olds College**" or the "**College**") is paramount. Olds College is committed to maintaining the highest ethical standard in all of its activities and to acting immediately on any reported Wrongdoing (as defined herein). For these reasons, Olds College must maintain a workplace where the College can retain and treat all complaints concerning:

- a) questionable accounting, internal accounting controls, or auditing matters;
- b) the reporting of fraudulent financial information;
- c) corrupt practices and bribery;
- d) violation of laws;
- e) an act or omission in contravention of Olds College's policies;
- f) mismanagement of public funds, assets or resources;
- g) an act or omission that creates a substantial and specific danger to the life, health or safety of persons or the environment; or
- h) any other conduct that the President of Olds College (the "**Chief Officer**") in consultation with the Board of Governors determines to be worthy of investigation under this Policy (collectively, items a, b, c, d, e, f, g, and h are hereinafter referred to as "**Wrongdoing**"),

and where Employees can raise these concerns free of reprisals.

Olds College strictly prohibits reprisals of any kind whatsoever against any Employee for reporting a possible Wrongdoing.

For the purposes of this Policy:

"**reprisal**" means retaliatory actions or measures that are taken, or threatened to be taken against an Employee for reporting a possible Wrongdoing, including but not limited to:

- (a) a dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimand;
- (b) any actions or measures, other than those mentioned in item (a) above, that adversely affects the Employee's employment or working conditions;
- (c) intimidation or coercion; and
- (d) harassment or discrimination.

B. **Scope**

This Policy applies to all Employees and is in addition to, but does not replace, modify or revoke, in any way, the individual rights guaranteed by law, contract or code of professional ethics, as applicable. For the purpose of clarity, nothing in this Policy limits, modifies or amends the provisions of any collective agreements that the College has entered into with its Employees.

C. **Duty to Disclose**

It is the policy of Olds College to encourage its Employees, when such Employee reasonably believes that:

- a) he / she has information that could show that a possible Wrongdoing has been committed or is about to be committed, or
- b) could show that such Employee has been asked to commit a possible Wrongdoing,

to raise and report those concerns by corresponding directly with the **Designated Officer** (as defined herein), on an anonymous basis, if so desired, in a manner as described below under the heading "**Reporting and Investigation**" in this Policy.

All reports of possible Wrongdoing will be taken seriously and will be promptly investigated. The specific action taken in any particular case will depend on the nature and gravity of the conduct or circumstances reported, and the quality of the information provided. Where a Wrongdoing has occurred those matters will be corrected and, if appropriate, the person(s) responsible will be disciplined.

D. **Duty to Disclose Possible Wrongdoings Involving the Chief Officer or the Designated Officer**

If you have reason to believe that you have become aware of a possible Wrongdoing that has been committed or is about to be committed by the Chief Officer or the Designated Officer, or if you could show that you have been asked to commit a possible Wrongdoing by the Chief Officer or the Designated Officer, you must immediately report those facts in writing to the Chief Officer or the Public Interest Commissioner (the "**Commissioner**") in the case of the Designated Officer; and, to the Commissioner in the case of the Chief Officer.

E. **Disclosure of Wrongdoing Procedure**

The Chief Officer shall establish and maintain an internal written procedure to manage and investigate disclosures of possible Wrongdoings in accordance with this Policy. The Chief Officer designates the Vice President Student & Support Services as the Designated Officer for the purposes of managing and investigating disclosures of possible Wrongdoings (the "**Designated Officer**").

In limited circumstances where the Designated Officer has or appears to have a conflict of interest in managing and investigating disclosures of possible Wrongdoings, the Chief Officer shall be responsible for managing and investigating such possible Wrongdoings. The Chief Officer will follow the same procedures as outlined in "***Procedures for Disclosure of Wrongdoings***".

In addition to this Policy, Employees should review Olds College's "***Procedures for Disclosure of Wrongdoings***".

F. Reporting and Investigation

If you have reason to believe that you have become aware of a possible Wrongdoing that has been committed or is about to be committed, or if you could show that you have been asked to commit a possible Wrongdoing, you must immediately report those facts in writing to the Chief Officer or Designated Officers in a sealed envelope labeled: "**To be opened by [INSERT NAME OF OFFICER] only.**" at the following addresses:

President, Chief Officer

Dr. H. J. (Tom) Thompson
Olds College
4500 50 Street
Olds, AB T4H 1R6
Email: tthompson@oldscollege.ca

Vice President, Student and Support Services, Designated Officer

Ms. Debbie Thompson
Olds College
4500 50 Street
Olds, AB T4H 1R6
Email: dthompson@oldscollege.ca

If you wish to remain anonymous, you should clearly indicate so in your written communication to the Chief Officer or Designated Officer, as the case may be. Bear in mind however that an anonymous submission may not allow for all follow-up questions and may limit the College's ability to investigate the reported matter.

You may also contact the Commissioner to advise that you have made a disclosure to the Chief Officer or the Designated Officer for the purposes of commencing an investigation.

The **Office of the Public Interest Commissioner** can be contacted directly from Monday through Friday between the hours of 8:15 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m. The Office of the Public Interest Commissioner can be contacted toll-free (North America) at 1-855-641-8659 or via email at info@pic.alberta.ca

In your report to the Chief Officer, Designated Officer, or the Commissioner as applicable, you must include the following information, if known:

- a) a description including the activity or activities involved in the alleged Wrongdoing;
- b) the name of the individual or individuals alleged to have either committed the possible Wrongdoing, or is about to commit the possible Wrongdoing;
- c) the date of the possible Wrongdoing;
- d) an explanation of any perceived risk(s) to the College;
- e) an explanation of any perceived financial interests or rewards;
- f) an explanation of any perceived or suspected violations of relevant laws; and

- g) any other information that may be helpful to the Chief Officer or the Designated Officer as applicable, to properly understand and evaluate the allegation of possible Wrongdoing.

If you later believe that you have been subject to any reprisal for having made a report under this Policy, you may immediately report those facts to the Chief Officer or the Designated Officer, as applicable. It is imperative that you also bring the matter to the Commissioner's attention promptly so that any concern of reprisals can be addressed promptly and appropriately.

In your report to the Chief Officer or the Designated Officer, as applicable, regarding possible reprisals, please include the following information:

- a) a brief description of the possible Wrongdoing you reported. Please include all relevant dates, locations, etc.;
- b) a description of the reprisal including the threat of reprisal that has occurred or is occurring. Please include all relevant dates, locations, etc.; and
- c) any additional information of the complaint of reprisal that you wish to provide to the Chief Officer or the Designated Officer, as applicable.

All complaints under this Policy will be promptly and thoroughly investigated, and all information disclosed during the course of the investigation will remain confidential, except as necessary to conduct the investigation and to take any remedial action, in accordance with applicable law. All Employees have a duty to cooperate in the investigation of reports of possible Wrongdoing or of possible reprisals resulting from the reporting or investigation of such matter. In addition, an Employee shall be subject to disciplinary action, up to and including the termination of their employment or contract, as applicable, if the Employee fails to cooperate in an investigation, or deliberately provides false information during an investigation.

If, at the conclusion of its investigation, Olds College determines that a violation of this Policy has occurred, Olds College will take effective remedial action commensurate with the severity of the offence. This action may include disciplinary action against the accused party, including termination of their employment or contract, as applicable. Reasonable and necessary steps will also be taken to prevent any further violations of this Policy.

G. Protection of Employees

Maintaining confidentiality is paramount to the investigation process and is essential to protecting the identity of the individual making the disclosure, the individual alleged to have committed the wrongdoing, and witnesses.

Such confidentiality may not be maintained for matters which pose imminent risk and specific danger to life, health or safety of individuals, or to the environment. Confidentiality is also subject to the *Freedom of Information and Protection of Privacy Act (Alberta)* other legislation, and College Policy.

Olds College strictly prohibits any and all forms of reprisals against any Employee who reports incidents of possible Wrongdoing, based on such Employee's reasonable belief that he / she has information that could show that a possible Wrongdoing has been committed or is about to be committed, or that could show that such Employee has been asked to commit a possible Wrongdoing. The College also strictly prohibits any and all forms of reprisals against any Employee who participates in an investigation of complaints about a possible Wrongdoing.

All complaints of reprisals will be managed and investigated by the Office of the Public Interest Commissioner.

H. Retention

All documents related to the reporting, investigation and enforcement of this Policy, as a result of a report of a possible Wrongdoing, or of a possible reprisal, shall be kept in accordance with Olds College's record retention policy and applicable law.

I. Bad Faith Disclosures

Any disclosure of possible Wrongdoings or a complaint of reprisal found to be in bad faith or in contravention of this Policy shall be subject to appropriate disciplinary action, up to and including the termination of employment or contract, as applicable.

J. Reporting

The Designated Officer shall provide an annual report, or as often as is necessary, to the Olds College Board of Governors of all investigations undertaken, the results of the investigations and actions that are required to be taken as a result of the investigations. Similarly, in circumstances wherein the Investigator is reporting to the Chief Officer directly, the Chief Officer will provide a report to the Olds College Board of Governors of the investigation undertaken against the Designated Officer, the results of the investigation and any actions that are required to be taken as a result of the investigation. These reports must be included in the College's Annual Report.

K. Additional Enforcement Information

In addition to Olds College's internal complaint procedure, Employees should also be aware that certain federal and provincial law enforcement agencies are authorized to review possible Wrongdoings. The College's policies and procedures have been developed as a guide to our legal and ethical responsibilities to achieve and maintain the highest ethical standards. Conduct that violates Olds College's policies will be viewed as unacceptable under the terms of employment at Olds College. Certain violations of Olds College's policies and procedures could even subject the College and any individual Employee(s) involved, to civil and criminal penalties. Before issues or behaviour can rise to that level, Employees are encouraged to report possible Wrongdoings, or possible reprisals related to such reports of Wrongdoings.

Nothing in this Policy is intended to prevent an Employee from reporting information directly to the Commissioner or an appropriate governmental agency when the Employee has reasonable cause to believe that the violation of a federal or provincial statute or regulation has occurred.

L. Modification and Awareness

Normally revisions to policy will follow established processes and approval channels. Modification may be necessary, among other reasons, to maintain compliance with federal and provincial regulations and to accommodate organizational changes within the College. Please be advised that if a modification is made to this Policy, the revised Policy will be uploaded to Olds College's website for the Employee's review and access and the public website under "About Us" and then "Administration". If an Employee wishes to receive a copy of this Policy, he or she may do so by requesting a copy of this policy by contacting the Designated Officer, Olds College at 1-403-556-8302.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in consultation with the Executive Director, Human Resources. This policy will be reviewed every five (5) years.

OLDS COLLEGE PROCEDURES		
Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.		
SUBJECT AND POLICY NUMBER		B25 Disclosure Protection
NEW \ REVISED		
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
October 17, 2016		

A. Preamble

Olds College (the “College”) is committed to protecting all Employees who expose possible Wrongdoing within the College and requires the Chief Officer to ensure that a policy and internal procedures are established and maintained so that Protected Disclosures (as defined herein) can be received, managed and acted upon.

These procedures have been developed in compliance with the *Public Interest Disclosure (Whistleblower Protection) Act*. The Act applies to wrongdoings alleged to have been committed after June 1, 2013.

All College Employees should familiarize themselves with these procedures for addressing Protected Disclosures. Acts that are outside the scope of the Disclosure Protection Policy (the “Policy”) will be resolved with reference to the existing policies or guidelines of the College which appropriately address them.

These procedures do not replace or modify individual rights guaranteed by law, contract or codes of professional ethics. Nothing in these procedures limits or amends the provisions of collective agreements entered into by the College and its employee groups.

Employees should read these procedures in conjunction with the Policy. Terms that are not otherwise defined herein shall have the meaning ascribed to them in the Policy.

B. Purpose

These procedures outline the process by which:

- I. Employees may make a disclosure of possible Wrongdoing;
- II. the College will respond to a disclosure of possible Wrongdoing; and
- III. the College will ensure protection from reprisals for making a disclosure of possible Wrongdoing.

C. Procedures

a. Making a Disclosure of Possible Wrongdoing or a Complaint of Reprisal

It is the policy of the College to encourage its Employees, when such Employee reasonably believes that he/she has information that could show that a possible Wrongdoing has been committed or is about to be committed,

or that could show that such Employee has been asked to commit a possible Wrongdoing, to immediately raise and report those concerns ("**Protected Disclosure**") free of any reprisals.

Employees may also contact the Office of the Public Interest Commissioner (the "Commissioner") to advise they have made a disclosure to the Chief Officer or the Designated Officer for the purposes of commencing an investigation.

However, Employees can only disclose directly to the Commissioner, circumventing the Chief Officer and Designated Officer, in the following circumstances:

- I. If the Employee has made a disclosure in accordance with these procedures and an investigation concerning the disclosure has not been completed in accordance with these procedures;
- II. If the Employee has made a disclosure in accordance with these procedures and the matter has not been resolved within the time periods established;
- III. If the Employee has made a disclosure in accordance with these procedures, the investigation has been completed, a final decision has been issued relative to the disclosure and the Employee is dissatisfied with the decision;
- IV. If the subject matter of the disclosure involves the Chief Officer or Designated Officer;
- V. If the Employee reasonably believes a matter constitutes an imminent risk of substantial and specific danger to the life, health or safety of individuals and there is insufficient time to make a disclosure to the Chief Officer or the Designated Officer. However, in these circumstances the employee must as soon as is reasonably practicable make a disclosure of this matter to the Chief Officer or Designated Officer;
- VI. If the Employee has made a disclosure to the Chief Officer or Designated Officer but is unable to complete the procedures because of a reprisal directed towards them, or if the Employee reasonably believes a reprisal is likely to be taken or directed towards them.

Though the Employee may advise the Chief Officer or the Designated Officer, as applicable, any allegation of reprisal must be made directly to the Commissioner using the Complaint of Reprisal Form prescribed in Schedule 3 of the *Public Interest Disclosure (Whistleblower Protection) Regulation*. Upon receipt of a complaint of reprisal, the Commissioner will investigate and make recommendations to the College. Any person found by the Commissioner to have taken, directed or counselled or directed another person to take or direct a reprisal against an Employee is guilty of an offence under the *Act* and may be subject to a fine as specified in the *Act*.

The Office of the Public Interest Commissioner can be contacted directly from Monday through Friday between the hours of 8:15 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m. The Office of the Public Interest Commissioner can be contacted toll-free province-wide at 1-855-641-8659 or via email at info@pic.alberta.ca

b. Anonymity

In making a disclosure, Employees are encouraged to identify themselves, as anonymous disclosures may limit the ability of an investigator to determine the exact nature of the alleged Wrongdoing and may limit the College's ability to investigate the reported matter.

A Protected Disclosure may however be submitted anonymously. If an Employee wishes to remain anonymous, such Employee in his / her written communication to the Chief Officer, the Designated Officer, or the Commissioner, as applicable, should clearly indicate so.

c. Receipt of a Protected Disclosure or a Complaint of Reprisal by a Designated Officer

The Chief Officer or the Designated Officer, as applicable, upon receipt of a Protected Disclosure or a complaint of reprisal will respond in writing within no more than five (5) business days to acknowledge receipt of the Protected Disclosure or the complaint of reprisal. The Chief Officer or the Designated Officer, as applicable, managing the Protected Disclosure or the complaint of reprisal, will record the details of the Protected Disclosure or the complaint of reprisal in writing which will include the following:

- i. the date and time the Protected Disclosure or the complaint of reprisal was received;
- ii. the name of the Employee making the Protected Disclosure (unless the person has requested anonymity);
- iii. the name of the Employee making the complaint of reprisal;
- iv. the name(s) of the subject of the Protected Disclosure or the complaint of reprisal; and
- v. full details of the Protected Disclosure or the complaint of reprisal.

d. Procedures following the receipt of the Protected Disclosure or the Complaint of Reprisal

The Chief Officer or the Designated Officer, as applicable, will review the following with the Employee making the Protected Disclosure or a complaint of reprisal:

- i. these procedures;
- ii. confidentiality protections;
- iii. the record keeping process; and
- iv. the commitment of the College to protect the Employee from reprisals, if any.

Normally within no more than 10 business days following the receipt of the Protected Disclosure, the Chief Officer or the Designated Officer, as applicable, will determine if:

- i. the Protected Disclosure should be referred to an alternate, more appropriate process, or
- ii. the Protected Disclosure should be referred to the Commissioner appointed under section 38 of the *Public Interest Disclosure (Whistleblower Protection Act)* because the subject matter of the Protected Disclosure constitutes an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment; or
- iii. if the Protected Disclosure should be dismissed for being frivolous or vexatious in nature and made in bad faith, or
- iv. if the Protected Disclosure does not have sufficient information to undertake an investigation; or
- v. if Protected Disclosure should be dismissed for another valid reason(s); and
- vi. the Chief Officer or the Designated Officer, as applicable, will inform the Employee who made the Protected Disclosure, of his/her decision and what the next steps are, if any.

An Employee who wishes to report an allegation of reprisal must make the complaint directly to the Commissioner using the Complaint of Reprisal Form prescribed in Schedule 3 of the *Public Interest Disclosure (Whistleblower Protection) Regulation*. Upon receipt of a complaint of reprisal, the Commissioner will investigate and make recommendations to the College. Any person found by the Commissioner to have taken, directed or counselled or directed another person to take or direct a reprisal against and Employee is guilty of an offence under the *Act* and may be subject to a fine as specified in the *Act*.

D. Investigation

a. Appointing an Investigator

The Chief Officer or the Designated Officer, as applicable, with appropriate consultation, will appoint an investigator (the “**Investigator**”) to investigate the allegations pursuant to the Protected Disclosure (the “**Investigation**”). The Investigator may be a person who is internal to the College or an external and independent third party as circumstances require.

The objectives of an Investigation will be:

- i. to collate information relating to the allegation as quickly as possible. This may involve steps to protect or preserve documents, materials and equipment;
- ii. to consider the information collected and to draw conclusions objectively and impartially;
- iii. to maintain procedural fairness and observe the principles of natural justice in the treatment of witnesses and the Employee who submitted the Protected Disclosure; and
- iv. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

b. Terms of Reference and Investigation Plan

Before commencing an Investigation, the Chief Officer or the Designated Officer, as applicable, will draw up a terms of reference (the “**Terms of Reference**”).

The Terms of Reference will:

- i. set a date (that is no more than 110 business days from the date on which the disclosure of Wrongdoing or the complaint of reprisal was received) by which the Investigation Report (the “**Report**”) is to be concluded; and
- ii. will describe the resources available to the Investigator to complete the Investigation within the allotted time.

In certain exceptional circumstances, the Chief Officer or the Designated Officer, as applicable, may approve, if reasonable, an extension of time requested by the Investigator to complete the Investigation and submit the Report. Notwithstanding the foregoing, no extension of time will be granted that is more than 140 business days from the date on which the disclosure of Wrongdoing or the complaint of reprisal was received.

The Terms of Reference will require the Investigator to make regular reports to the Designated Officer, who, in turn, will keep the Chief Officer apprised of the general progress of the Investigation. Similarly, in circumstances wherein the Investigator is reporting to the Chief Officer, the Terms of Reference will require the Investigator to make regular reports to the Chief Officer directly who, in turn, will keep the Olds College Board of Governors apprised of the general progress of the Investigation. The Investigator will prepare an Investigation Plan (the “**Plan**”) for approval by the Designated Officer. The Plan will list the issues to be substantiated and describe the avenue of inquiry.

The Plan will address the following questions:

- i. what is being alleged?
- ii. what are the possible findings or offenses?
- iii. what are the facts in issue?
- iv. how is the inquiry to be conducted?
- v. what resources are required?

If the Employee who submitted the Protected Disclosure can be contacted at this point of the Investigation, such Employee shall be:

- i. notified by the Investigator that he or she has been appointed to conduct the Investigation;
- ii. asked to clarify any matters pertaining to their report of Protected Disclosure; and
- iii. asked to provide any additional material he or she might have.

c. Principles of Natural Justice and Procedural Fairness

The Investigator will follow at all times during the course of the Investigation the principles of natural justice and procedural fairness. The principles of natural justice and procedural fairness ensure that a fair decision is reached by an objective decision-maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the College's processes.

The College will show consideration for the following in ensuring procedural fairness:

- i. the person who is the subject of the Protected Disclosure or the complaint of reprisal is entitled to know the allegations made against him or her and must be given the right to respond. This however does not mean the person must be advised of the allegation as soon as the Protected Disclosure or the complaint of reprisal is received or the Investigation has commenced;
- ii. if the Investigator is contemplating making a Report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the Report and that person's defence should be fairly set out in the Report;
- iii. all relevant parties to a matter should be heard and all submissions should be considered;
- iv. a decision should not be made until all reasonable inquiries have been made;
- v. the Investigator or any decision maker should not have a personal or direct interest in the matter being investigated;
- vi. all proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process; and
- vii. the Investigator must be impartial in assessing the credibility of the individual who submitted the Protected Disclosure or the complaint of reprisal, and any witnesses thereto. Where appropriate, conclusions as to credibility should be included in the Report.

E. Conduct of Investigation

The Investigator will make notes of all discussions, phone calls, and interviews with witnesses. Witnesses may have representation during an interview at the discretion of the Investigator.

When the Investigation is complete, the Investigator will submit his/her Report to the Chief Officer or the Designated Officer, as applicable.

The Report will include, but not limited to:

- i. the allegation;
- ii. an account of all relevant information received and, if the Investigator has rejected evidence as being unreliable, the reasons for this conclusion;
- iii. the conclusions reached and the basis for them; and
- iv. any recommendations arising from the conclusions.

The Report will be accompanied by all records created or received by the Investigator in the course of the Investigation.

The Report will not include information that leads or could lead to the identification of the individual who submitted the Protected Disclosure or a complaint of reprisal if that individual had requested anonymity.

F. Outcome of Investigation

If the Designated Officer is satisfied that the Report brings the Investigation to an end, he or she will provide the Chief Officer or the Designated Officer, as applicable with a copy of the Report. If the Investigator has found evidence of Wrongdoing, the Report will include recommendations for action that should be taken to prevent the conduct from continuing or occurring in the future as well as action that should be taken to remedy any harm or loss arising from the conduct.

G. Treatment of Protected Disclosure of a Complaint of Reprisal

Information about a Protected Disclosure or a complaint of reprisal will be shared only with those who have a legitimate need for the information.

The Designated Officer, as applicable, will ensure that the individual who submitted the Protected Disclosure is kept regularly informed concerning the handling of their Protected Disclosure or their complaint and about the Investigation.

If the individual who submitted the Protected Disclosure or the complaint of reprisal requests information about the progress of an Investigation, that information may be provided at the discretion of the Investigator.

Records pertaining to a Protected Disclosure or a complaint of reprisal are the property of the College and will be retained in accordance with document retention practices of the College. They will also be subject to safeguards that ensure their confidentiality and, when applicable, the anonymity of the individual who submitted the Protected Disclosure or the complaint of reprisal.

H. Protecting the Employee Making the Protected Disclosure or a Complaint of Reprisal

As confidentiality is paramount to any investigation, the College will limit the number of people required to handle the disclosure. All of those who participate in the investigation shall maintain as confidential:

- the identity of the individual(s) involved in the disclosure process;
- the identity of the individual(s) alleged to have committed the Wrongdoing;
- the identity of witnesses;
- the information collected in relation to the disclosure; and
- the details and results of the investigation.

The details and results of investigations will not be disclosed or discussed with any person other than those Employees, or others who have a legitimate need to know such results in order to perform their duties and responsibilities. However, the Chief Officer, Designated Officer and investigators of Wrongdoings may at any time disclose information in relation to any disclosure, investigation or investigation outcome to the senior management, the Board of Governors Audit Committee, the Board of Governors, College solicitors, and/or law enforcement agencies, as deemed appropriate.

The Chief Officer or Designated Officer may request advice from the Commissioner with respect to the management and investigation of a disclosure.

The Chief Officer or the Designated Officer, as applicable, may appoint a person to act as an advocate for the Member who made the Protected Disclosure or a complaint of reprisal and to manage his or her welfare.

The advocate will:

- i. examine the immediate welfare and protection needs of the Employee and, seek to foster a supportive work environment;
- ii. listen and respond to any concerns of reprisal for making a Protected Disclosure;
- iii. act as liaison and guide pertaining to the process involved following a Protected Disclosure or a complaint of reprisal; and
- iv. keep a record of all aspects of the case management of the Employee.