

Policy Information	
Policy No.:	AD-HR-1.27
Approved By:	Executive Committee
Approval Date:	May 27, 2024
Executive Responsible:	President
Administrator Responsible:	VP Finance and Corporate Services
Date of Next Review:	May 2026

PROTECTED DISCLOSURE

Policy Statement

This policy and associated procedures explain how employees and former employees can report serious wrongdoing at the College of New Caledonia (“CNC” or “the College”) under the *Public Interest Disclosure Act* (PIDA). It explains how CNC will investigate disclosures while protecting the employee from retaliation or reprisal.

Purpose

This policy is intended to promote a culture of honesty, transparency, and accountability by encouraging employees to, in good faith, bring forward concerns about wrongdoing as defined in PIDA.

Scope

This policy applies to alleged wrongdoing related to the College’s operations or personnel.

This policy can be used by current CNC employees (faculty, staff and excluded personnel) and board members of CNC as well as by former employees who were employed when a wrongdoing occurred or was discovered.

This policy does not displace other mechanisms set out in CNC policies for addressing and enforcing standards of conduct, disputes, complaints or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Principles

1. CNC is committed to maintaining a culture of honesty, transparency and accountability.
2. The College encourages employee disclosures of wrongdoing and is committed to informing all employees about this policy and their rights under PIDA.

3. CNC will not commit or tolerate reprisals against any employee who, in good faith, makes a request for advice, makes a disclosure, cooperates in an investigation, or makes a complaint about reprisal under this policy.
4. Disclosures of wrongdoing must be made in good faith, based on a reasonable belief that wrongdoing has or is about to occur, and must be disclosed in accordance with this policy.
5. An employee who makes a bad faith, malicious or intentionally false disclosure may be subject to discipline, up to and including termination of employment.
6. Each person involved in receiving, reviewing, and investigating disclosures will carry out those functions in an expeditious, fair, and proportionate manner as appropriate in the circumstances.
7. CNC will investigate disclosures received under this policy following the principles of procedural fairness and natural justice.
8. An employee found to have engaged in wrongdoing may be subject to disciplinary action, up to and including termination of employment.
9. The President is responsible for publishing an annual report outlining the number of disclosures and investigations, and findings of wrongdoing, in accordance with the requirements of PIDA.
10. The President is responsible for administering this policy, assigning the role of designated officer, and for ensuring that employees are made aware of their rights and responsibilities under PIDA and this policy and procedures.
11. The President and the VP Finance and Corporate Services are the designated officers at CNC.
12. All employees, including supervisors, designated officers, and disclosing employees are responsible for maintaining confidentiality of the identity of a disclosing employee and others involved in the disclosure process, as well as the confidentiality of any information collected to the fullest extent possible.
13. All information CNC collects, uses or shares under this policy, including personal information, will be treated as confidential and will only be used and shared as allowed under PIDA and the Freedom of Information and Protection of Privacy Act.

Legislative and Collective Agreement References

Legislation

- [Public Interest Disclosure Act](#)
- [Criminal Code](#)
- [Emergency Program Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Workers Compensation Act](#)
- [Human Rights Code](#)

Collective Agreements

- [CUPE Local 4951 Agreement](#)
- [CNC FA Agreement](#)

Links to Other Related Policies, Documents, and Websites

- Administrative Personnel AD-HR-1.02
- Fraud Risk (in development)
- Freedom of Information and Protection of Privacy Act AD-CO-4.14
- Respectful Workplace AD-HR-1.10
- Standards of Ethical Conduct AD-HR-1.05
- [BC Ombudsperson](#)

Policy Amendment Log

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