PROCEDURE HR-023

REPORTING OF WRONGDOING	
Superintendent Responsible: Superintendent of Human Resources	**Initial Effective Date:** 2022/03/28
Last Updated: 2026/02/20	**Next Review Date:** 2030/02/20

Purpose:
To establish the process for reporting of suspected wrongdoing with regard to employees of the Grand Erie District School Board (Grand Erie).

Guiding Principles:

1.0 **The Report**

Unless as otherwise provided herein, Reports of reasonable knowledge or reasonable suspicion of wrongdoing will be made promptly to the Chief Executive Officer (CEO), or designate, to receive and act on such Reports. The CEO may designate a Superintendent or an external third party for this purpose. Reports of sexual misconduct may be made verbally or in writing to Superintendent of Human Resources.

2.0 **Content and Anonymous Report**

2.1 The Report will be sent in writing or in electronic form and will contain the information set out in Schedule "A" herein.

2.2 Reports of sexual misconduct may be made verbally or in writing to the person designated in section 1.0 above.

2.4 The CEO or designate may decline to investigate an anonymous Report.

2.5. The Report and the identity of the Reporting Party will not be disclosed unless required by law.

3.0 **Assessment by CEO**

3.1 Upon receipt of the Report the CEO or designate will assess it to determine:

- Whether it is made in good faith, is frivolous, vexatious and satisfies the definition of Wrongdoing
- Whether another legal authority should receive and investigate the Report. For example, Reports of suspected criminal activity should be reported immediately to the Police
- Whether the Report is already the subject of a legal proceeding or should be processed by another appropriate statutory authority
- Whether the matter involves employment or labour relations matters and can be addressed by other means
- In all of the circumstances, whether the matter should be addressed by other means

3.2 Where the CEO or designate confirms any of the factors set out in section 3.1 exists, no investigation of the Report should be undertaken and the Reporting Party will be informed accordingly.

4.0 **Investigation**

4.1 Where the CEO or designate decides an investigation of the reported Wrongdoing is warranted it will be carried out without delay adhering to principles of fairness and in accordance with relevant Policies and Procedures.

Whenever appropriate the investigation should be conducted by an independent third party.

4.2 As part of the investigation the alleged wrongdoer will be provided with the substance of the Wrongdoing allegations and given a reasonable opportunity to respond.

4.3 All documentation of any kind generated by an investigation or any other action taken under this Procedure is confidential and will be securely retained by appropriate Grand Erie officials.

4.4 Where the Report alleges Wrongdoing on the Part of the CEO, it will immediately be referred to the Chair who then will immediately refer to an independent third party for processing. The Report of any investigation under this part will be made to the Chair of the Board of Trustees who will hereafter report to the Board of Trustees.

5.0 **Receipt of Investigative Report**

Upon receipt of the report of the investigation under section 4.1 above, the CEO or designate will determine whether any disciplinary action is warranted, any law enforcement or professional authorities should be notified, to what extent the Reporting Party can be informed of the results of the investigation and whether any other action should be taken.

6.0 **Obstruction**

Anyone who intentionally interferes with or obstructs any investigation undertaken will be subject to appropriate discipline and/or other available legal sanctions.

7.0 **Reprisal**

Any person who commits or attempts to commit any act of reprisal as defined by Reporting of Wrongdoing Policy HR-23 will be subject to appropriate discipline and/or available legal sanctions.

8.0 **Report to Board**

The CEO or Chair of the Board of Trustees, as the case may be, will Report to the Board of Trustees annually on all investigations of Reports of Wrongdoings.

Reference(s):

- Reporting of Wrongdoing Policy (HR-23)
- Harassment and Objectionable Behaviour Policy (HR-05)
- Harassment and Objectionable Behaviour Procedure (HR-005)
- Progressive Discipline Procedure (HR-018)