

BOARD OF GOVERNORS POLICY

APPROVAL DATE February 23, 2021

NEXT REVIEW November 15, 2025

Selkirk College encourages members of the Selkirk College community, acting in good faith, to responsibly report to college authorities “Improper Activity,” as defined below, on the part of the college or its employees without fear of retaliation.

The college is committed to protecting individuals from interference with making a “Protected Disclosure,” as defined below, and from retaliation for having made a Protected Disclosure.

1. Definitions: For the purposes of this Policy:

- a. “Improper Activity” means any activity that is undertaken by the college, an employee of the college, a student, volunteer or contractor of the college, that:
 - i. is in violation of federal, provincial or municipal laws or regulations, including corruption, malfeasance, bribery, theft of college property, fraud, coercion, misuse of college property, or willful omission to perform duty;
 - ii. is a serious violation of college policy; or
 - iii. involves gross misconduct, gross incompetence, or gross inefficiency.
- b. “Protected Disclosure” means a communication to a responsible college employee about actual or suspected Improper Activity based on a good faith reasonable belief that the activity has both occurred and amounts to Improper Activity.
- c. “Retaliation” means adverse action by the college against an individual because he or she has made a Protected Disclosure.

2. False or Reckless Allegations: Any employee or volunteer who knowingly, or with reckless disregard for the truth, make a false report of Improper Activity is liable to disciplinary action, up to and including termination. Any student who makes a False Report is subject to discipline, up to and including suspension. Nothing in this policy prevents a member of the college community from bringing an action for defamation. Allegations that are not substantiated but which are made in good faith are not subject to discipline by the college.
3. Retaliation: No individual who makes a Protected Disclosure will suffer harassment, retaliation or adverse employment consequences. Any person who imposes retaliation against any individual who has made a Protected Disclosure is subject to discipline, up to and including termination. Individuals who report their own misconduct are not protected by this policy.
4. Reporting and Action by the college: Members of the college community should make a Protected Disclosure to the college employee who the reporting person reasonably expects would have responsibility over the affected area. The college employee who receives the Protected Disclosure will promptly report it to the supervisor of the employee’s department, division, school or faculty, with a copy of any written material forming part of the Protected Disclosure. The supervisor receiving such a report will bring the matter to the attention of the Vice-President to whom they report, or to the President in the case of Administrators who report directly to the President.

Protected Disclosure with respect to alleged Improper Activity by a Dean or Director should be made to a Vice-President or the President. Protected Disclosure with respect to alleged Improper Activity by a Vice-President should be made to the President. Protected Disclosure with respect to alleged Improper Activity by the President should be made to the Vice-President, college Services, who will bring the matter to the attention of the Chair of the Board of Governors.

5. Confidentiality: Where appropriate, the college will use reasonable efforts to keep Protected Disclosures confidential. However, individuals who make Protected Disclosures should be aware that confidentiality is not the same as anonymity, and that individuals who are accused of Improper Activity will, in most cases, be entitled to know the name of the person who had accused them.