Policy #13:
Whistleblower Protection

BACKGROUND:

The CFIS Society's Board of Governors (the "Board") is committed to the highest standards of ethical, moral and legal conduct. In line with this commitment, this policy provides a means to maintain integrity and ethical behaviour in the workplace and foster an environment where employees and others performing work for CFIS can raise concerns about events or behaviour with the reassurance that they will be protected from reprisals.

A **whistleblower** is defined as a member of the CFIS community (parent, guardian, student, employee, alumnus, contractor, or volunteer) who comes forward to report perceived mismanagement or misconduct within the organization.

The Board encourages members of the CFIS community (parents, guardians, students, employees, alumni, contractors, or volunteers) to come forward and identify areas of concern or potential issues to their direct supervisor or Divisional Principal. If members of the CFIS community wish to escalate their concerns they should approach the Head of School.

If a member of the CFIS community is not comfortable to follow the protocol described in paragraph 3 above, or is concerned about potential egregious issues, perceived wrongdoing by the Head of School, or involving acts that are unlawful or illegal, they should submit a report to an independent third party in accordance with this policy.

POLICY STATEMENT:

1. All members of the CFIS community (parent, guardian, student, employee, alumnus, contractor, or volunteer) are expected to conduct themselves in a professional and ethical manner in all their decisions and interactions, as well as adhere to applicable laws, Society policies, and any administrative procedures which apply to their activities at or on behalf of CFIS. Normally, concerns can and should be raised openly with team leaders or supervisors with responsibility for the matter in question, and be dealt with openly through consultation. There will be no adverse consequences to individuals raising a concern in good faith from the open reporting of the concern. However, there may be circumstances where, despite this assurance, individuals are reluctant to raise a concern openly with the responsible person for the matter, or where having raised it, an individual has a continuing concern about how the issue has been handled.

2. The Board will ensure that Administration offers whistleblowers an avenue to confidentially and anonymously report egregious issues, perceived wrongdoing by the Head of School, concerns about the handling of an issue by the Head of School, or acts that are unlawful or illegal to an independent third party. The independent third party will report directly to the Chair and Chair(s) of the Governance Committee, or as determined by the Board.

3. Reasonable effort will be made to protect the identity of whistleblowers by the Board. If an individual acting in good faith files a report or raises a concern under this policy, neither the Board nor Administration will take disciplinary steps against that person in any manner.

4. All records of reports made to the independent third party and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law. Any discussions by the Chair and Chair(s) of the Governance Committee, or Board about reports received from the independent third party may be held in camera, as appropriate.

5. The responsibility for the day-to-day administration and enforcement of this policy rests with the Head of School.

6. The Chair of the Society will inform the Head of School about any whistleblower complaint, as appropriate.

7. The Head of School will inform the Governance Committee of concerns raised openly to direct supervisors, Divisional Principals or the Head of School and being addressed by Administration, as appropriate.

8. The provisions of this policy are independent of, and supplemental to, the provisions of employment contracts.

Whistleblowers may report egregious issues, perceived wrongdoing by the Head of School, concerns about the handling of an issue by the Head of School, or acts that are unlawful or illegal via
Email: CFIS@IntegrityCounts.ca
Website: https://www.integritycounts.ca
Phone: 1-866-921-6714

Approved by CFIS Society Board:	2010-05-19
Amended by CFIS Society Board:	2012-12-19
Re-amended by CFIS Society Board:	2023-04-14 (Head of School removed from independent 3rd party process; method to report concerns clarified; links for the independent third party added; and policy scope broadened) 2023-06-21 Chair(s) of the Governance Committee added to independent 3rd party process
References:	CFIS Administrative Procedures
Targeted Review Date:	April 2025