

## Code D: Business Administration

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| <b>POLICY TITLE AND CODE</b> |
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| <b>REPORTING VIOLATIONS IN BUSINESS PRACTICES</b> |
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### STATEMENT OF POLICY

Greater Saskatoon Catholic Schools will not allow an individual who in good faith reports a violation, suspected violation or cooperates in an investigation to suffer any harassment, retaliation or discrimination.

### RATIONALE

Greater Saskatoon Catholic Schools are committed to a high standard of business and personal ethics in the conduct of their business practices. As representatives of the School Division, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all employees and volunteers to report violations or suspected violations in business practice. It is encouraged that any other individual, parent, or student, report violations or suspected violations.

### DEFINITIONS

**Violation:** Conduct by an individual associated with the School Division that is:

- Dishonest
- Illegal
- Fraudulent or corrupt
- Unethical
- Causes an unsafe environment
- Administrative mismanagement
- And any other conducts which may cause financial loss or distress to the School Division.

### NO RETALIATION

An employee who retaliates against the complainant is subject to discipline up to and including termination of employment. Any individual who feels they have been the subject of retaliation should immediately report concerns to their supervisor or another appropriate individual.

Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **PROCEDURES**

This Policy is intended to encourage and enable employees and others to raise serious concerns regarding violations or suspected violations of business practices.

A complaint may be made by email, in writing or in person, and can be made anonymously. It is suggested that employees discuss concerns or submit complaints to their immediate supervisor. If the individual is not comfortable addressing the matter with their supervisor or the individual is not satisfied with their supervisor's response, the individual is encouraged to address the matter with their immediate Learning Services Superintendent or the Superintendent of Administrative Services.

All staff has a duty to cooperate in the investigation of a complaint. Refusal to cooperate within an investigation may result in the individual being subject to disciplinary action.

## **CONFIDENTIALITY**

The complainant's identity will be protected, to the extent possible, during the investigation of the complaint. The anonymity of complainants cannot be assured where legal proceedings arise as a consequence of the complaint.

In all cases, the person who is alleged to have committed the infraction will be made aware of the complaint at an appropriate point during the investigation.

## **INVESTIGATION PROCEDURES**

The Learning Services Superintendent or Superintendent of Administrative Services will notify the complainant of receipt of the reported complaint within 5 business days.

The Superintendent will immediately notify the Director of Education of the complaint and the steps taken to resolve the matter.

## **AUTHORITY**

- Policy Governance Manual
- Public Sector Accounting Board

## **REFERENCES**

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:  
- To practice stewardship with respect for all of God's creation

**DATE APPROVED:**                      **April 16, 2012**

**DATE EFFECTIVE:**                      **June 1, 2012**