
TITLE: REPORTING OF FRAUDULENT OR UNETHICAL CONDUCT IN THE WORKPLACE AND PROTECTION OF INFORMANTS

POLICY STATEMENT:

The College investigates reports of misconduct involving possible fraudulent or unethical use or misuse of college resources or property or any other activities that constitute criminal activity in the workplace, a threat to public safety or serious breach of stewardship.

An informant who reports such activity is protected from retaliation if the allegation is made without malice and with good faith intention to prevent harm.

PURPOSE:

Red Deer College has a duty to conduct its operations in a transparent manner and to ensure that practices are consistent with all legal statutes and requirements established by public policy and by the Post-Secondary Learning Act. The President, Senior Administration, Managers, and Supervisors are responsible for maintaining a system of management controls which detect and deter misconduct.

SCOPE: This policy applies to all staff, associates, and partners of the College.

GUIDELINES:

Investigations are conducted in a timely and confidential manner.

The identity of a person making an allegation (informant) may be kept confidential if requested, unless this is incompatible with a fair investigation or if identification is required by law, or if there is another overriding reason for disclosure.

Investigations are not carried out by individuals who may ultimately be required to reach a decision on the issue. The person against whom the allegation is made will be afforded the opportunity to hear the allegation and the evidence supporting it, and to provide rebuttal before a decision is made.

If a person makes a false or frivolous allegation under this policy or knowingly provides information that is unsubstantiated, they are subject to disciplinary action up to and including dismissal. Protection against retaliation is also extended to employees who report incidents of harassment, discrimination, or abuse, under the harassment and discrimination policy and those who file complaints or grievances under the provisions of a collective agreement. For these types of complaints, the procedures within those established processes are followed.

PROCEDURES:

1. If any individual has reason to believe that a member of the College is engaged in misconduct as described in the policy statement, they are to report their concerns in writing to the office of the President.
2. The President appoints two individuals unconnected to the parties and departments involved to act as investigators and to provide a confidential report to the President. The President may report the allegations to external parties such as the RCMP for investigation by such parties if in the President's discretion; such is warranted in the circumstances.

3. The President will determine the resolution of the complaint in consultation with the Vice President of Human Resources and the relevant member/s of the college Senior Administration as appropriate. This may include disciplinary action up to and including termination of employment, Implementation of disciplinary action, is in accordance with the progressive discipline article in the relevant collective agreement or with college policy for employees not covered under a collective agreement.
4. The office of the President tracks all complaints of business misconduct and reports all incidents to the Board.
5. Informants who believe that they have suffered retaliation or interference for reporting business misconduct may file a written complaint to the President. A proven complaint of retaliation or interference results in a remedy for the person harmed and disciplinary action up to and including dismissal of the retaliating individual.
6. In the event of a report involving the President, the informant reports their concerns in writing to the Chair of the Board of Governors who appoints two individuals to investigate and report on the complaint. The Board Chair determines the resolution of the complaint in consultation with the Board. The Board Chair may report the allegations to external parties such as the RCMP for investigation by such parties if in the Board Chair's discretion; such is warranted in the circumstances.

EFFECTIVE DATE: May 1, 2007

RESPONSIBILITY: Vice President of Human Resources

CONSULTATION FOR REVIEW: President, Senior Administration, Constituency Presidents

POLICY REVIEW DATE: May 2009

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.