

Policy Number	8.12
Approval Body	Board of Governors
Policy Officer	Director Human Resources
Approval Date	September 2014

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## 8.12 SAFE DISCLOSURE

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### ENABLING LEGISLATION + LINKED POLICIES

*BC Human Rights Code*

*Freedom of Information and Protection of Privacy Act*

*Other Laws of General Application*

*All Relevant Emily Carr University of Art + Design Policies*

*Collective Agreements (All)*

### OBJECTIVE

Emily Carr University of Art + Design (University) is committed to ensure Employees observe the highest standards of ethical conduct and compliance with all applicable laws and regulations in fulfilling their duties and responsibilities. This policy is intended to encourage and enable Employees and Students to safely disclose any suspected wrongdoings within the University and to outline the investigation procedures.

### SCOPE

This policy applies to all University Employees and Students.

### POLICY

1. It is the responsibility of all Employees to practice honesty, integrity, transparency and accountability in fulfilling their responsibilities and to comply with the policies and procedures of the University as well all applicable laws and regulations.
2. In the event that situations arise where the expectations are not met, the University recognizes that good faith reporting of wrongdoing is necessary and consistent with the University's commitment to the highest standards of conduct.
3. Employees and Students are responsible for immediately reporting suspected wrongdoing, as defined in this policy. Reports under this policy must be made in good faith and be based on reasonable grounds. No Employee or Student who, in good faith, reports a suspected wrongdoing will be subject to retaliation or adverse employment or enrolment consequences.
4. An Employee or Student who retaliates against someone who has reported a wrongdoing in good faith is subject to discipline, up to and including termination of employment or expulsion from the University.

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5. An employee making a knowingly false, bad faith or malicious report may be subject to discipline up to and including termination of employment.
  6. Suspected wrongdoings should be reported in accordance with 8.12.1 Safe Disclosure Procedures.

## **DEFINITIONS**

For the purposes of this Policy and Procedures 8.12.1, the following definitions apply:

Employee: means an individual who is in receipt of wages from the University for work performed for the University.

Student: means a person enrolled, or applying to be enrolled, in a course or program offered by the University.

Wrongdoing: means:

- a. unlawful or fraudulent activities; or
- b. financial malpractice or impropriety; or
- c. conduct or practices that present a danger to the health, safety or wellbeing of employees or third parties; or
- d. violation of University policies; or
- e. attempts to conceal any of the above.

Retaliation: refers to behaviours of a harassing, discriminatory, intimidating or bullying nature.

## **POLICY SUPPORTS**

### **8.12.1 Safe Disclosure Procedures**