

# POLICY 27 - SAFE DISCLOSURE

## Background

---

All employees of Saskatoon Public Schools have the responsibility to disclose known or suspected policy or procedure violations or other serious matters that an employee reasonably believes may be unethical, unlawful, dangerous to others and/or that may negatively impact the school division's reputation. The division has the responsibility to ensure employees can safely disclose known or suspected policy or procedure violations. This policy is intended to encourage, support and enable employees to safely disclose concerns regarding known or suspected violations.

This policy applies to all individuals associated with Saskatoon Public Schools including but not limited to employees, contractors, volunteers, students, parents and members of the public. Employees who are governed by their membership in professional or trade organizations (i.e. teachers) have the responsibility to be aware of provisions within their professional or trade organization.

## Reporting

---

Violations or suspected violations may be disclosed in the following manner to a supervisor or member of administrative council:

- Verbally;
- In writing; or
- In person.

The disclosure should state the nature of the violation or suspected violation in as much detail as reasonable possible, dates and times, any witnesses, and the name of the employee involved in the suspected violation.

Disclosures will be treated in confidence. The identity of the person making disclosure, and/or the identities of any witnesses shall be shared with others only as necessary to investigate and/or resolve the subject of the disclosure or as required by policy, regulation or legislation.

## Investigation

---

The investigation of the violation or suspected violation will be conducted by administration (or by a neutral third party appointed by administration) in accordance with best practice as reasonably determined in the discretion of administration.

## No retaliation

---

Any employee who retaliates against a person who discloses a violation or suspected violation pursuant to this policy will be subject to discipline up to and including termination of employment. Any person who discloses a violation or suspected violation and feels they are the subject of retaliation should

immediately report this information to their supervisor, the superintendent of human resources, or the director of education.

Saskatoon Public Schools takes false reports seriously as they can be damaging to individuals and the organization. Individuals found to have knowingly made false reports will be subject to appropriate disciplinary action.

The board will ensure that measures are taken to educate employees, students, parents and members of the public about this policy, encouraging them to report appropriately without fear of retaliation.

Legal Reference:

Date Last Revised: February 13, 2024