

AD 21**Safe to Speak Up**

Classification:	Administration
Responsible Authority:	Director, Finance and Administrative Services
Executive Sponsor:	Vice President, Finance & Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2015-05-13
Date Last Reviewed:	2019-12-18
Mandatory Review Date:	2024-12-18

PURPOSE

To identify a process for reporting and to assure members of the College community that all good faith concerns and complaints will be received and investigated without fear of reprisal or retaliation of any kind.

SCOPE

This policy applies to all Board of Governors members, College employees, appointees, volunteers, students, consultants and contractors engaged by the College.

DEFINITIONS

Word/Term	Definition
College Community	College Community is used to refer to all Board of Governors members, College employees, appointees, volunteers, students, consultants and contractors engaged by the College.
Speaking Up	The reporting of serious misconduct, wrongdoing, or illegal activity occurring within the College, including but not limited to a criminal offense; negligent, improper or gross mismanagement of any College or public funds; a serious, willful, and flagrant breach of federal, provincial, or municipal statute or college policy or procedure; and/or substantial and specific danger to the environment or public health and safety.

POLICY

The College has established a process for speaking up, in the interests of fostering a transparent and accountable environment. Members of the College community are encouraged to submit all good faith concerns and complaints, without fear of reprisal or retaliation of any kind.

Various College policies exist that provide means for the reporting and investigation of misconduct, wrongdoing and illegal activity (*please see related policies section*). This policy supplements existing

policies and articulates the process by which any person may bring reports directly to the attention of the President's Office, if they so choose. The President's Office represents the highest level of authority in the College and may be chosen by a concerned College community member as the most suitable reporting means. This

policy describes the manner in which the President's Office will deal with any such reports and assures reporters that a transparent and accountable process is established.

Dependent upon the nature of the submission, the President and/or Board Chair may direct the matter to existing, appropriate, internal channels for investigation, or may make directions regarding the use of an external appointee or other processes to cause an investigation on his/her behalf.

Alternatively, the College subscribes to an online service to receive reports. Using this service allows a reporter to choose whether they wish to remain completely anonymous or not. This service can be accessed at <https://www.integritycounts.ca/org/alconquincollege>

If a person makes a complaint/disclosure under this policy in bad faith or knowingly provides false or materially inaccurate information, they shall be subject to disciplinary sanctions, including reprimand, suspension, demotion, expulsion or termination.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Submission	
1.1 Submissions shall be made to the Office of the President in a sealed envelope, or by electronic mail addressed directly to the President and marked confidential.	Reporter
1.2 In the event the President is implicated in the the submission, it shall be made to the office of the Chair of the Board of Governors in a sealed envelope, or by electronic mail addressed directly to the Chair of the Board of Governors and marked confidential.	
1.3 If the reporter wishes to verbally discuss any matter, this request should be indicated in the submission. In order to facilitate such a discussion, the reporter shall include a telephone number at which they can be contacted	
1.4 As an alternate method of reporting, visit https://www.integritycounts.ca/org/alconquincollege and follow the instructions and process that is described on this web site.	
2. Investigation	

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| <p>2.1 The President and/or Board Chair shall receive, and cause the investigation of all legitimate submissions, as defined by this policy. Anonymous submissions will only be acted upon if the information provided and collected during the preliminary investigation indicates the disclosure can be properly investigated and is in the public interest.</p> <p>2.2 The President and/or Board Chair may elect to refer the matter to the appropriate Minister's Office or other external agency, commission, tribunal and/or legal process for resolution, in the event an internal solution is not available.</p> <p>2.3 The President and/or Board Chair will ensure the reporter is advised of the receipt of the submission, the status of a subsequent investigation and the outcome of an investigation, as appropriate and in accordance with any relevant regulatory parameters.</p> <p>2.4 Reports that are received through the Algonquin College Integrity Counts web site will be similarly directed for appropriate investigation and follow-up with the reporter.</p> | <p>President and/or Board Chair</p> |
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3. Corporate Reporting and Monitoring

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| <p>3.1 The President shall ensure the Audit & Risk Management Committee of the Board of Governors receives a bi-annual report of all submissions.</p> | <p>President</p> |
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Algonquin College is committed to safeguarding your trust by protecting personal information you provide to us when you make a report. The College processes personal information under the authority of the *Ontario Colleges of Applied Arts and Technology Act S.O. 2002, c. 8, Sched. F* and in accordance with the applicable data protection laws. Algonquin College processes the personal information you provide to the extent necessary to prepare a report, conduct an investigation and respond to the concern, which may also include notifications involved parties, as necessary. If you have any questions about the processing of your personal information by Algonquin College, please contact the Freedom of Information Coordinator by e-mail via FOIcoordinator@algonquincollege.com.

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AD12	Travel, Meals, and Hospitality	AD15	Employee Acceptance of Gifts
AD19	Fraud Prevention		
HR12	Conflict Of Interest		
HR18	Employee Code of Conduct		
HR21	Staff/Student Personal Relationships		
HR22	Respectful Workplace		
HS03	Workplace Violence Prevention		
IT01	Acceptable Use Of Computer Networks and Accounts		
IT05	Information Sensitivity and Security		
IT06	Deployment of Computing Devices		
SA02	Ombudsman		
SA03	Student Complaints		
SA07	Student Conduct		

RELATED MATERIALS

Audit and Risk Management Committee – Terms of Reference

<http://www3.algonquincollege.com/bog/files/2014/04/Terms-of-Reference-Audit-and-Risk-Management-Committee-BOG-Approved-10DEC12.pdf>