

<p>Fiscal Management 4305</p> <hr/> <p>Asset Protection Hotline</p>	Administrative Application	
	Last Reviewed /Approved on:	October 7, 2019
	References:	<p>The Criminal Code of Canada (RS, 1985, c:c-46) The Education Act Policy 2 - Role of the Board Policy 5 – Trustee Code of Conduct Policy 12 – Role of the Director Administrative Applications: 4303 – Conflict of Interest for Employees 4304 – Fraud Management 7100 – Employee Harassment and Sexual Harassment Protection 7130 – Employee Complaints 7201 – Employee Code of Conduct</p>
	Status:	Operational

Preamble

Regina Catholic School Division (RCSD) expects, consistent with the teachings of Christ, that employees will at all times conduct themselves with personal integrity, ethics, honesty, impartiality, and diligence in performance of their duties. RCSD is committed to an organizational culture that operates with integrity and promotes responsibility, ethical behaviour, excellence, and accountability with respect to all decisions and practices. This Administrative Application will serve as a guide to employees, citizens, and other parties on reporting any suspicious RCSD activity.

Definition

1. Wrongdoing

For the purposes of this Administrative Application, “wrongdoing” is used to refer to illegal or inappropriate conduct. Wrongdoing includes but is not limited to:

- a. Fraud as defined in the Criminal Code of Canada (s.380 (1)). Fraud is the act of “dishonest deprivation”. Fraud could encompass a dishonest act or omission that causes the person or organization to do something they otherwise would not do.
- b. Misappropriation of funds, supplies, resources, or other assets
- c. Irregular and/or improper accounting, internal controls, or auditing practices or conduct
- d. Conflicts of interest (personal or otherwise) influencing the decision making and objectivity associated with one’s duties.
- e. Practices that present a danger to the health, safety, or well-being of RCSD’s students, employees, or other parties, where applicable.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct which constitutes wrongdoing under this Administrative Application. Employees who are in doubt as to whether a concern is an improper activity should attempt to contact their immediate supervisor or the Director of Education or Chief Financial Officer prior to reporting any wrongdoing. Other stakeholders are encouraged to report any perceived wrongdoings to the RCSD Asset Protection Hotline.

2. **Conflicts of Interest**

Encompasses situations in which the personal or private interest of an employee or the employee's family or close business associates conflict with interests of RCSD or when there is a reasonable basis for the perception of such conflict.

3. **Complainant**

Any person (employee, student, citizen, or other party) who reports his or her complaint or concerns of questionable or illicit activity in an attempt to have the activity brought to an end.

4. **Good Faith**

Is evident when a report is made without malice or consideration of personal benefit and the individual has a reasonable basis to believe that the report is true; provided however a report does not have to be proven to be true to be made in good faith. Good faith is lacking when the disclosure is known to be malicious or false.

5. **RCSD Asset Protection Hotline**

An independent third party hotline service that allows concerned individuals to anonymously report issues and concerns in a secure, multi-lingual, 24 hour/365 days a year manner via telephone or through the web.

Application

This Administrative Application applies to all employees and other parties to the RCSD. RCSD is committed to providing an environment in which students can learn and develop to their full potential with the assurance that all parties engage in ethical practices at all times.

Individuals who have concerns with respect to alleged breaches of a collective bargaining agreement, concerns with respect to a child's education, or workplace harassment situations should follow the existing administrative applications and protocols to report these types of circumstances.

Reporting wrongdoing assists the Board in maintaining public confidence in the services it provides to all stakeholders and the RCSD community.

1. **Identification**

All employees and other parties of the RCSD have the responsibility to report immediately any actual or suspected wrongdoing that has occurred, is occurring, or is likely to occur in accordance with this Administrative Application and/or *Administrative Application 4304, Fraud Management*.

Employees who believe they have witnessed or have knowledge of a wrongdoing are encouraged to speak directly with their immediate supervisor, Senior Management, Chief Financial Officer, Director of Education, or the Board Chair.

If a complaint cannot address the issue directly with an appropriate RCSD employee, they should access the RCSD Asset Protection Hotline to file a statement. Other stakeholders are encouraged to report any perceived wrongdoings directly to the RCSD Asset Protection Hotline.

2. **Confidentiality**

All reported complaints will be treated as confidential, whether received anonymously or otherwise. In cases where the complainant has chosen to leave their name and contact details, the identity of the complainant will not be implicated or divulged to anyone unless his or her express permission has been obtained to do so except under circumstances where disclosure is required by law. When wrongdoings are reported to the Regina Police Service and/or Royal

Canadian Mounted Police, taken through an arbitration process, or court proceedings, these circumstances may require disclosure of the identity of the complainant.

3. **Investigation**

If the Director of Education, or designate, determines that the reported wrongdoing merits further attention, a file will be opened and an investigation will commence. Investigations may or may not require assistance of an external third party. If it is determined that the reported wrongdoing applies to another administrative application or process (e.g. employee performance) it will be referred to the appropriate process. All disclosures will be discretely investigated and investigations will be conducted on an impartial basis.

Within fifteen (15) working days of a concern being raised, the Director of Education, or designate, will write to you:

- a. acknowledging that the concern has been received
- b. indicating how he/she proposes to deal with the matter
- c. giving an estimate of how long it will take to provide a response
- d. telling you whether any initial inquiries have been made; and
- e. telling you whether further investigations will take place and if not, why not

The amount of contact between the Director of Education or designate considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Director or designate will seek further information from you.

All individuals, named or interviewed in the course of the investigation are required to keep information regarding the investigation strictly confidential. Any individual who does not keep information strictly confidential in accordance with the provisions of this Administrative Application shall be found in breach of this Administrative Application and may be subject to disciplinary measures.

It is expected that all stakeholders will not obstruct or impede any investigation.

4. **Communications and Reporting**

At the conclusion of any investigation, the investigator(s) will document and prepare a confidential report on the reported incident, investigation procedures, findings, and results of the investigation. The Director of Education, or designate, will regularly report to the Board Finance Review Committee on the investigations carried out and any actions taken and shall comply with the Ministry of Education's *Reporting and Recovery of Losses Policy for School Divisions*. The Asset Protection Hotline service provider shall provide a quarterly report on the number of calls received.

5. **Acting in Good Faith**

It is expected that employees and other parties will make reports of wrongdoing in good faith. It is important to realize RCSD will take any reported wrongdoing by employees and/or stakeholders which prove to have been made frivolously, maliciously, or knowingly false very seriously. RCSD will regard the making of any deliberately frivolous, malicious, or false allegations by any employee as a serious offence and may impose disciplinary measures, up to and including, dismissal.

6. **Protection from Reprisal**

RCSD will not tolerate any type of retaliation, discrimination, adverse consequences or harassment for making a good faith report in accordance with this Administrative Application or those seeking guidance on how to handle a potential wrongdoing, or assisting with the investigation of a reported wrongdoing.

7. **Breaches of this Administrative Application**

Any violations of this Administrative Application may result in discipline, up to and including, dismissal.

8. **Third Party Contact Information**

Suspected or actual wrongdoings can be reported confidentially at any time through the RCSD Asset Protection Hotline by accessing the following:

Toll Free:	1-866-529-9589
Email (English):	ethics.alert@mnp.ca
Email (French):	alerte.ethique@mnp.ca
Text Reporting:	1-587-534-9589
Fax Reporting:	1-403-269-8450
Web Portal:	https://whistleblower.mnp.ca/reginacatholicschools

All are available 24 hours a day, seven (7) days a week.

The RCSD Asset Protection Hotline can only act on anonymous reports where sufficient information is provided to carry out a complete investigation.

Frequently Asked Questions

- 1. What is the RCSD Asset Protection Hotline?**

The RCSD Asset Protection Hotline is an additional mechanism for concerned individuals to confidentially report actual or suspected instances of wrongdoing by employees and others who do business with the school division.
- 2. Who can use the RCSD Asset Protection Hotline?**

The RCSD Asset Protection Hotline is open to all employees and citizens of the City of Regina. Complainants need to use the channels of reporting available to them under various policies, administrative applications, and collective agreements as a first course of action, if they have a concern.
- 3. Why does RCSD need an Asset Protection Hotline?**

As a publicly funded organization, RCSD is committed to the principles of strong corporate governance combined with the highest levels of openness, honesty, and accountability. The RCSD Asset Protection Hotline is a part of the Board's on-going effort to protect its revenues, property, information, and other assets from any acts of fraud, waste, or wrongdoing by employees and others.
- 4. Was there a specific incident that sparked the establishment of the RCSD Asset Protection Hotline?**

There was no specific incident that caused the establishment of the hotline. The Board wanted to make sure it was following leading practises by strengthening the mechanisms it had in place reporting fraud, waste, and wrongdoing. The RCSD Asset Protection Hotline demonstrates to the Catholic ratepayers in the City of Regina that we are using their tax dollars wisely and providing services in an ethical manner.
- 5. What can be reported to the RCSD Asset Protection Hotline?**

The purpose of the RCSD Asset Protection Hotline is to provide an additional way for employees and the citizens of the City of Regina to report actual or suspected instances of wrongdoing.
- 6. What cannot be reported to the RCSD Asset Protection Hotline?**

The RCSD Asset Protection Hotline is not the place to air personal grievances, report performance issues, or other day-to-day workplace concerns. Supervisors continue to be the contact for these matters. The hotline is also not the place to report a need for any services (e.g. building maintenance, repairs, etc.), concerns over a child's education, or to request information about the school division's operations.
- 7. How can I report an actual or suspected case of wrongdoing?**

Report the actual or suspected case using the channels of reporting provided under the various policies, administrative applications and collective agreements. If this is not possible because of circumstance, you can report the incident to the independent RCSD Asset Protection Hotline.

Toll Free:	1-866-529-9589
Email (English):	ethics.alert@mnp.ca
Email (French):	alerte.ethique@mnp.ca
Text Reporting:	1-587-534-9589
Fax Reporting:	1-403-269-8450
Web Portal:	https://whistleblower.mnp.ca/reginacatholicschools

All are available 24 hours a day, seven (7) days a week.

- 8. Can I make an anonymous report?**

You can report anonymously by accessing the toll free number or using the website of the RCSD Asset Protection Hotline operated by an independent third party. The RCSD Asset Protection Hotline can only act on anonymous reports where sufficient information is provided to carry out a complete investigation.

9. What information should I provide when making a report?

You need to provide as much information and detail as possible in your report. If an individual chooses to make an anonymous report, at a minimum you should answer the following questions:

- a. What happened (any detail no matter how small could be helpful)?
- b. Who was involved (either name or positions)?
- c. Where did the situation occur (specific location)?
- d. When did the situation occur (specific date and time)?
- e. How did the situation happen (provide any proof or evidence you may have)?

10. What if I forgot to provide critical information or obtained additional relevant information subsequent to my complaint?

For your reference, you are given a call identification number if you wish to call back and add additional information. The call identification number will link the information to the previous report. There is no identification number for issues reported via the website.

11. What will happen to my report once it is reported?

A preliminary assessment will be made of all report incidents and provided there is enough information to proceed, an investigation will commence. If there is insufficient information to proceed and the report was made anonymously no investigations can be completed. Where contact information was provided the designated investigator(s) will attempt to obtain enough information to investigate or resolve the matter.

12. How will I know if my report is being acted on?

All reports received will be reviewed and investigated by designated school division staff. The third party line can provide the following information to the complainant; information passed on, who it was passed to and that person's contact information. The third party line cannot report directly to you the progress of the investigation because of privacy and legal considerations. The Director of Education, or designate, will also present regular reports on the RCSD Asset Protection Hotline to the Board's Finance Review Committee. The regular reports will be based on MNP's quarterly reporting of all allegations.

13. How will my identity be protected?

All investigations will be conducted in accordance with Freedom of Information and Protection of Privacy legislation. The investigation will honour all requests for confidentiality and will not release this information unless legally required to do so.

14. How will the school division protect the complainants from reprisals from colleagues?

The RCSD will not tolerate any retaliation against employees who file reports or participate in an investigation. If an employee is targeted for reprisal by other employees, this should be reported to their immediate supervisor, Senior Management, or Human Resource Services.

15. What if an employee is falsely accused of wrongdoing?

Reports which prove to have been made frivolously, maliciously, or knowingly false are not tolerated. Action will be taken against a complainant where allegations have been made in bad faith.