

Policy Name:	PUBLIC INTEREST DISCLOSURE	
Approved By:	Board of Governors	
Approval Date:	June 1, 2024	
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Policy Holder:	President's Council	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-017	

PUBLIC INTEREST DISCLOSURE POLICY

1. POLICY STATEMENT

- 1.1 Coast Mountain College (the College) is committed to maintaining the highest standards of ethical conduct and promoting a culture of honest, transparent, and accountable behaviour. Employees are encouraged to report Wrongdoing as defined by this Policy and its related procedures.
- 1.2 The [Public Interest Disclosure Act](#) (PIDA) protects an employee who, in good faith, requests advice about making, or makes, a Disclosure of Wrongdoing or complaint from reprisal. PIDA also protects employees and contractors who, in good faith, cooperate with an Investigation under PIDA. The College is committed to its obligations under PIDA and adopts this Policy and procedures to meet them.
- 1.3 The College will protect the privacy of those involved in such requests for advice, Disclosures, and Investigations in accordance with all applicable laws, including PIDA and privacy laws.

2. PURPOSE

- 2.1 The purpose of this Policy and related procedures is to establish processes that comply with PIDA for:
 - a. employees and former employees to seek advice on and make Disclosures in good faith about wrongful or unlawful conduct without fear of retaliation or reprisal
 - b. the College to manage and investigate Disclosures, and report the outcomes of Investigations
 - c. employees, contractors, and former employees to cooperate with Investigations without fear of retaliation or reprisal
 - d. the College to protect the privacy of people involved in Disclosures, Investigations, and reports.

3. DEFINITIONS

- 3.1 In this Policy and its accompanying procedures, terms have the same meaning as set out in the [Public Interest Disclosure Act](#), except as further defined below:

- 3.2 **Designated Officer:** The senior official designated to receive requests for advice and/or receive and investigate Disclosures or, in the event a senior designated official is disqualified from acting, the official who is responsible under the section Referral of Disclosure to Designated Officer in HMR-017P, *Public Interest Disclosure Procedure*.
- 3.3 **Disclosure:** A report of Wrongdoing made under this Policy.
- 3.4 **Investigation:** An investigation of a Disclosure undertaken by the College under this Policy or by the ombudsperson under PIDA.
- 3.5 **Protection Official:** Someone who may receive a public Disclosure from an employee about an urgent risk:
 - a. in respect of a health-related matter, the Provincial Health Officer
 - b. in respect of an environmental matter, the agency responsible for the [Emergency and Disaster Management Act](#)
 - c. in any other case, an appropriate police force in British Columbia.
- 3.6 **Provincial Administrator:** The provincial administrator designated under section 11 (3) [provincial emergency management organization] of the [Emergency and Disaster Management Act](#).
 - a. If applicable in the context, a person authorized under section 13 [authority to act as provincial administrator] to exercise a power or perform a duty of the Provincial Administrator.
- 3.7 **Respondent:** A person about whom allegations of Wrongdoing are made.
- 3.8 **Supervisor:**
 - a. for employees, the employee's administrator, manager, or supervisor, as applicable
 - b. for the President, the Chair of the Board of Governors
 - c. for a member of the Board of Governors, the Chair of the Board of Governors.
- 3.9 **Wrongdoing** has the meaning described below in Section 5.

4. WHO THIS POLICY APPLIES TO

- 4.1 This Policy applies to employees, directors, and officers of the College, and to former employees who were employed when a Wrongdoing occurred or was discovered.

5. SCOPE

- 5.1 This Policy applies to **Wrongdoing**, as defined in PIDA, in or related to the College:
 - a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada
 - b. an act or omission that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions
 - c. a serious misuse of public funds or public assets
 - d. gross or systemic mismanagement
 - e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

- 5.2 PIDA does not limit an employee's rights or remedies that may be available under a collective agreement, contract, or law. The Policy establishes a separate reporting procedure for employees to disclose specific types of improper activity, referred to as Wrongdoing, and does not affect an employee's duty to report other misconduct or improper activity under [HMR-001, Employee Code of Conduct](#) or right to raise concerns under an applicable law, contract, or policy.

6. PRINCIPLES AND GUIDELINES

- 6.1 The College is committed to supporting ethical conduct in its operations, including by receiving, investigating, and responding to Disclosures and by providing information about PIDA, this Policy and the Procedures, and seeks to foster a culture in which employees are encouraged to disclose Wrongdoing.
- 6.2 The College will follow this Policy in Investigations of Disclosures that it receives under this Policy in accordance with the principles of procedural fairness and natural justice.
- 6.3 The College will not commit or tolerate reprisals against any employee who, in good faith, makes a request for advice, makes a Disclosure, cooperates in an Investigation, or makes a complaint about reprisal, or against any contractor which has cooperated in an Investigation, under this Policy.
- 6.4 The College is committed to protecting the privacy of disclosers, Respondents, and those who cooperate in Investigations in a manner that is consistent with its obligations under PIDA and the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA). All reporting under this Policy will be in compliance with PIDA and FOIPPA.

7. DUTIES AND RESPONSIBILITIES

- 7.1 All employees are responsible for acting with honesty, integrity, and accountability and complying with applicable law and policy in their work and dealings with others at the College.
- 7.2 Employees must make Disclosures in good faith based on a reasonable belief that Wrongdoing has or is about to occur, in accordance with this Policy and Procedures.
- 7.3 Employees must not engage in any reprisal against a person who has, in good faith, requested advice about making a Disclosure, has made a Disclosure or complaint about reprisal, or has cooperated in an Investigation under this Policy.
- 7.4 The President is responsible for administering this Policy, assigning the role of Designated Officer, and ensuring that instruction is available to all employees about PIDA, this Policy, and the Procedures. In the event that the President is unable or unavailable to perform their duties under this Policy, the President may delegate their authority in writing to other senior officials of the College.
- 7.5 The Designated Officer is responsible for exercising the responsibilities assigned to them by the President under this Policy and Procedures.
- 7.6 Supervisors are responsible for responding to requests for advice from employees, receiving Disclosures, and referring Disclosures to the Designated Officer, or other senior official, as set out in the Procedures.
- 7.7 Everyone involved in an Investigation must treat all related information as confidential and everyone must protect any personal information collected, used, or shared as part of

a request for advice, Disclosure, complaint about reprisal or Investigation to the extent possible under applicable legislation, policy, and collective agreements.

- 7.8 Nothing in this Policy relieves those responsible for the administration and management of the College from their responsibilities to address Wrongdoing or other types of misconduct or improper activity in accordance with good management practices and other policies, guidelines, and procedures.

8. CONSEQUENCES OF NON-COMPLIANCE

- 8.1 An employee found to have engaged in Wrongdoing may be subject to disciplinary action, up to and including termination of employment.
- 8.2 An employee who makes a bad faith, malicious or intentionally false Disclosure may be subject to discipline, up to and including termination of employment.
- 8.3 Breach of confidentiality and privacy is a serious offence. An employee who does not strictly protect confidentiality and privacy as required by this Policy and Procedures and applicable law may be subject to disciplinary action, up to and including termination of employment.
- 8.4 The College will not tolerate any reprisal against any person who has, in good faith, requested advice, made a Disclosure or complaint of reprisal, or cooperated in an Investigation under this Policy, including any contractor who has cooperated in an Investigation.
- a. This protection does not apply to protect an employee from the consequences of their own Wrongdoing, misconduct, or improper activity unrelated to their rights under PIDA.
- b. An employee who engages in any such reprisal may be subject to discipline, up to and including termination of employment.
- 8.5 In addition to disciplinary consequences, it is a provincial offence under PIDA to obstruct, make a false statement to, or mislead or attempt to mislead, a person in the performance of their duties, powers, or functions under PIDA, which is punishable upon conviction by a fine.

9. RELATED POLICIES AND PROCEDURES

- 9.1 [HMR-001, Employee Code of Conduct Policy](#)
- 9.2 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)
- 9.3 [HMR-003P, Bullying, Harassment, and Discrimination Procedure](#)
- 9.4 [HMR-006, Violence in the Workplace Policy](#)
- 9.5 [HMR-006P, Violence in the Workplace Procedure](#)
- 9.6 [ADM-003, Freedom of Information and Protection of Privacy Policy](#)

10. OTHER SUPPORTING DOCUMENTS

- 10.1 Collective Agreements between the College and CUPE-FPSE, BCGEU faculty, and BCGEU Support Staff
- 10.2 [College and Institute Act](#)
- 10.3 [Criminal Code](#)
- 10.4 [Emergency and Disaster Management Act](#)
- 10.5 [Freedom of Information and Protection of Privacy Act](#)
- 10.6 [Public Interest Disclosure Act](#)

11. HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	2024	Provincial Mandate	Board of Governors