



King's University College Student ' Council

WHISTLEBLOWER POLICY

EFFECTIVE	April 29, 2024	SUPERSEDES	N/A
AUTHORITY	The Board of Directors	RATIFIED BY	The Board of Directors

PURPOSE

KUCSC is committed to providing a safe workplace and conducting business with integrity. This policy sets out standards for reporting and investigating wrongdoing that may adversely impact KUCSC, its members, students, or the public. King's University College Student Body must be empowered to report any wrongdoing by any member of the KUCSC and be protected from any adverse consequences and/or retribution.

RELATED

By-Law #1

SCOPE

This Policy applies to all KUCSC members which includes Council members, and Club members associated with KUCSC.

DEFINITION

Reprisal: Actual or threatened disciplinary action, harassment, intimidation, coercion, or other actions that have a negative impact against a whistleblower.

Whistleblower: A student or KUCSC member who reports wrongdoing within the KUCSC.

Whistle Blowing: Is the release or disclosure of information by a student or KUCSC member that is evidence of improper activity or a violation of a By-Law, policy, law, or regulation by a member of the KUCSC.

POLICY

A student or KUCSC member have a duty to report wrongdoing within KUCSC. Wrongdoing includes but is not limited to:

- acts of fraud, falsification, or forgery;
- theft of belonging from KUCSC, students or the public
- offering or accepting bribes;
- abuse of authority or position for personal gain;
- abuse of authority or position by publicly humiliating another person
- any other crime or illegal activity;
- negligence of duty/role;
- flagrant breach of KUCSC By-Laws, policies, procedures, or regulations and/or
- a substantial and specific danger to the environment or public health and safety.



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Any member of the KUCSC community will have the right to invoke this policy where there is an honest belief that any member of the KUCSC is engaged in serious misconduct, wrongdoing, or illegal activity.

PROCEDURE

- 1) If any King's University College student reasonably knows, witnesses, or has reason to believe that a member of the KUCSC in any role is engaged in activity covered by this policy, they may file, in confidence, a written complaint, report or disclosure with the KUCSC Board Chair or, in the event that the complaint is in regard to the KUCSC Board Chair, to the KUCSC Vice-Chair.
- 2) The written complaint should be made as soon as reasonably possible following the incident and should include the following information:
 - A description of the wrongdoing;
 - The name of the persons involved;
 - The date and time of the incident; and
 - The name of any witnesses
- 3) The KUCSC Board Chair shall receive, investigate, and resolve, where appropriate, all complaints/disclosures as defined by this policy.
- 4) Anonymous allegations will only be acted upon if the evidence collected during the investigation indicates the disclosure can be properly investigated and is in the interest of the King's University College Student body.
- 5) In the event that an internal solution is not available and depending on the nature of the complaint/disclosure, the matter may be referred to the appropriate external agency commission, tribunal and/or legal process for resolution.
- 6) A student or KUCSC member who in good faith makes a complaint/disclosure or raises a concern in accordance with this policy or discloses information to an external agency/body against any KUCSC member on the basis of a reasonable and honest belief that the information is true and in the public interest is protected from retaliation in accordance with this Whistle Blower Policy if the complaint/disclosure is made in good faith and is not knowingly false or materially inaccurate.
- 7) 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, or termination.



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- 8) Failure to comply with this policy may result in immediate discipline or termination.
- 9) It is also important to note that some offences could be considered criminal in nature and as such, the KUCSC President will morally and ethically be required to contact the Police.

CONFIDENTIALITY

All details, reports and records of written complaints and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required to investigate the report or where disclosure is required by law. KUCSC only discloses the minimum amount of personal information or details necessary for these purposes. All reasonable measures to protect the identity and privacy of the individuals involved and ensure they are treated fairly and respectfully.

PROCEDURAL AUTHORITY

- 1) Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors.
 - a. The scope of such Procedures is limited to the scope of this policy.
 - b. In the event of any conflict, this Policy supersedes any documents created under it.

POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization
April 2024	Complete rewrite of existing policy.		