

**PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER) POLICY**

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| <b>Policy Name:</b><br>Public Interest Disclosure<br>(Whistleblower) | <b>Responsible Owner:</b><br>AVP, Human Resources and<br>VP, Administrative Services and CFO | <b>Created:</b><br>2013 Dec               |
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**A. PURPOSE**

Douglas College (the College) complies with legislation governing the protection of individuals who come forward in good faith to disclose Wrongdoing or raise concerns of serious misconduct within the College, and it encourages and seeks to enable Employees to do so.

In accordance with BC’s [Public Interest Disclosure Act \(PIDA\)](#) and the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), this policy establishes processes for Employees to seek advice on and confidentially make Disclosures about wrongful or unlawful conduct; for Employees and Contractors to co-operate with investigations, without fear of Reprisal; and for the College to manage and investigate Disclosures, report the outcomes of investigations and protect the privacy of people involved in Disclosures, investigations and reports.

**B. SCOPE**

This policy applies to College Employees and in respect of Wrongs reported by Employees in or related to the College and its operations.

**Limitations of Scope**

This policy establishes reporting procedures for specific types of improper activity, referred to as Wrongdoing, and is not intended to replace policies or procedures already in effect to deal with other types of misconduct (e.g., academic dishonesty, discrimination, bullying and harassment, sexualized violence), or to limit an Employee’s duty or right to report other types of misconduct or raise concerns about improper activity under applicable law, contract, College policy or the College’s *Code of Conduct*.

This policy is not designed to question decisions taken by the BC Government, the College, its Education Council or its Board of Governors.

This policy does not apply to members of the public, volunteers, students or former Employees who were not employed by the College at the time the Wrongdoing occurred or was discovered.

Nothing in this policy shall limit or amend provisions of collective agreements entered into by the College and its Employee groups. If there is any inconsistency between this policy and a collective agreement, the applicable collective agreement provision(s) shall prevail to the extent of the inconsistency. This policy does not apply to individual employment disputes.

### C. DEFINITIONS

**Contractor:** A person or company that undertakes a contract with the College to provide materials and/or labour to perform a service.

**Designated Officer:** A senior official designated by the College President to receive and respond to requests for advice and to receive and investigate Disclosures under the [Public Interest Disclosure Act \(PIDA\)](#). The College's Designated Officers are the Associate Vice President, Human Resources and the Vice President, Administrative Services and Chief Financial Officer.

**Disclosure:** A written report by an Employee of any Wrongdoing or suspected Wrongdoing by another individual.

**Employee:** A person employed by the College, including administrators, faculty and staff members, and students when employed by the College (e.g., as student assistants or peer tutors); for the purposes of this policy, includes members of the College's Board of Governors and former Employees who were employed by the College at the time the alleged Wrongdoing occurred or was discovered.

**Protection Official:** In respect of a health-related matter, the provincial health officer; in respect of an environmental matter, the agency responsible for the [Emergency and Disaster Management Act](#); or in any other case, an appropriate police force in the province of British Columbia.

**Reprisal:** Any adverse action taken against a person because that person makes a Disclosure, seeks advice on making a Disclosure, co-operates in an investigation of Wrongdoing or declines to participate in Wrongdoing; includes the measures set out in s. 31(1) of [PIDA](#).

**Respondent(s):** A person or persons alleged to have engaged in conduct that violates policy.

**Responsible Administrator:** An executive of the College or an administrator responsible for the operations of a College Department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar); for the purposes of this policy, the Responsible Administrator for members of the Senior Management Team and the College Board of Governors is the Chair of the College Board.

**Whistleblower:** An individual who makes a Disclosure of Wrongdoing under this policy.

**Wrongdoing:** Any improper activity in or relating to the College and as identified in the [Public Interest Disclosure Act \(PIDA\)](#):

- A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- 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 or a Contractor's duties or functions;
- Serious misuse of public funds or public assets;
- Gross or systemic mismanagement; or
- Knowingly directing or counselling an individual to commit Wrongdoing as set out in any of the points listed above.

#### D. POLICY STATEMENTS

1. Douglas College is committed to maintaining the highest ethical standards in all of its activities; to ensuring the transparency, accountability and ethical conduct of its Employees; and to fostering a culture in which Employees are encouraged to disclose Wrongdoing. The College demonstrates these commitments in the following ways:
  - a. By providing Employees with information about BC's [Public Interest Disclosure Act](#); and
  - b. By establishing, and informing Employees about, this policy and related procedures, including avenues within the College for Employees to make Disclosures of Wrongdoing or suspected Wrongdoing, and processes for the College to respond to Disclosures.
2. All Employees are responsible for acting with honesty, integrity and accountability and for complying with applicable law and policy in their work and dealings with others at the College.
3. Except in the limited circumstances set out in this policy, Disclosures must be made according to the procedure in this policy and protecting confidentiality and privacy in accordance with the provisions of this policy (*see section E. PROCEDURE, sub-sections Making Disclosures About Alleged Wrongdoing and Privacy and Confidentiality*).
4. Employees making a Disclosure must be acting in good faith and have a reasonable belief in the veracity of the information disclosed. Allegations that are made maliciously, vexatiously or in bad faith constitute a serious disciplinary offense.
5. The College will not tolerate Reprisals against Employees who request advice or make Disclosures or complaints about Reprisal, or against Employees or Contractors who co-operate in an investigation in accordance with this policy or the [Public Interest Disclosure Act \(PIDA\)](#). Employees acting in good faith and on the basis of reasonable belief shall not suffer harassment, threats, discrimination or disciplinary measures, termination or other adverse employment

consequence or disadvantage or, in the case of Contractors, termination or non-renewal of their contract(s) or the withholding of payment, as a result of doing any of the following:

- a. Making a Disclosure;
- b. Seeking advice on making a Disclosure;
- c. Co-operating in an investigation into a Disclosure; or
- d. Declining to participate in a Wrongdoing.

An Employee who directs a Reprisal against another Employee or Contractor who is acting in good faith and on the basis of reasonable belief in undertaking any of the actions listed above may be subject to discipline, up to and including termination of employment or of contract(s).

6. The College is committed to protecting the privacy of Whistleblowers, individuals who seek advice under this policy, Respondents and those who co-operate in investigations in a manner consistent with its obligations under [PIDA](#) and the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#). All reporting under this policy will be done in compliance with [PIDA](#) and [FIPPA](#).
7. All individuals involved in a Disclosure or an investigation must keep the details and results confidential. Detailed results of an investigation will not be disclosed or discussed with anyone other than those who have a legitimate need to know, or as required under law. Breach of confidentiality or privacy is a serious offence. An Employee or a Contractor who does not strictly protect confidentiality and privacy as required by this policy and applicable law may be subject to discipline, up to and including termination of employment or of contract(s). The requirement to maintain confidentiality does not prevent
  - a. Participants in an investigation under this policy from disclosing information about themselves, or information that they have obtained outside of an investigation under this policy;
  - b. Participants in an investigation under this policy from disclosing investigation-related information as authorized under this policy; or
  - c. Whistleblowers and Respondents from disclosing information from a summary report that they receive from the College at the conclusion of an investigation; or
  - d. Whistleblowers and Respondents from disclosing information received from the College about disciplinary actions taken against a Respondent. (Note: The College will disclose information regarding disciplinary actions taken against a Respondent only where it is authorized to do so for compelling health or safety reasons in accordance with [FIPPA](#).)

Whistleblowers or Respondents who choose to disclose the information set out in Policy Statements 7(c) and (d) should keep in mind that the Disclosure of such information may result in a legal claim being made against them by the other party or other individuals (including, for example, a defamation or breach of privacy claim) and may wish to seek independent legal advice before doing so.

8. In addition to, and apart from, any penalty provided for by law, Employees may be subject to discipline, up to and including termination of employment or contract(s), if they commit Wrongdoing.
9. In addition to disciplinary consequences, it is a provincial offence under BC's [Public Interest Disclosure Act \(PIDA\)](#) 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*, punishable upon conviction by a fine.

### **Roles and Responsibilities**

10. Under [PIDA](#) and this policy, the President and Chief Executive Officer of the College is responsible for the following:
  - a. Ensuring that information about *PIDA* is made available to Employees.
  - b. Ensuring that the College has appropriate and effective procedures in place for dealing with Disclosures as prescribed by s. 9 of *PIDA*, and that information made available to Employees includes processes for requesting advice or making a Disclosure or a complaint about Reprisal under *PIDA*.
  - c. Ensuring that at least one senior officer of the College is appointed as the College's Designated Officer, to receive requests for advice and to receive and investigate Disclosures, as prescribed by s. 10 of *PIDA*.
  - d. Ensuring that an annual report on all Disclosures of Wrongdoing made in that year at the College is posted to the College's public website. The annual report must exclude any information that would unreasonably invade a person's privacy or reveal the identity of either the Whistleblower or Respondent(s), and will contain the following information:
    - i. the number of Disclosures received, including referrals of Disclosures, and the number acted on and not acted on;
    - ii. the number of investigations commenced as a result of a Disclosure;
    - iii. in the case of an investigation that results in a finding of Wrongdoing,
      1. a description of the Wrongdoing,
      2. any recommendations, including those made by the BC Ombudsperson and
      3. any corrective action taken in relation to the Wrongdoing or the reasons why no corrective action was taken; and
    - iv. any other information prescribed by regulation.
  - e. Taking appropriate remedial action in response to any finding that substantiates Wrongdoing.
  - f. Implementing any organizational reform necessary to address any identified systemic issues.
  - g. Reporting to the AFIC of the College Board on allegations received under this policy and on actions taken.
11. Designated Officers are responsible for the following:
  - a. Receiving and responding to requests for advice about making a Disclosure or a complaint about Reprisal;

- b. Receiving and investigating Disclosures, as prescribed by s. 10 of the [Public Interest Disclosure Act \(PIDA\)](#); and
- c. Any additional responsibilities as assigned by the President.

The College's Designated Officers are the Associate Vice President, Human Resources and the Vice President, Administrative Services and Chief Financial Officer.

12. Responsible Administrators are responsible for the following:

- a. Responding to requests for advice from Employees about this policy and procedures;
- b. Receiving Disclosures; and
- c. Date-stamping and forwarding Disclosures to the Designated Officer or other senior official, as appropriate, in accordance with procedures set out below.

## E. PROCEDURES

### Seeking and Providing Advice

1. An Employee may request advice about making a Disclosure or a complaint about Reprisal from any of the following:
  - The Employee's union or Employee association representative, as applicable;
  - A lawyer;
  - The Employee's Responsible Administrator;
  - A Designated Officer; or
  - The [Office of the BC Ombudsperson](#).
2. Under the [Public Interest Disclosure Act \(PIDA\)](#), Employees are protected from Reprisal for requesting advice about making a Disclosure regardless of whether they make a Disclosure.
3. A Responsible Administrator or Designated Officer may require that requests for advice made to them are made in writing.
4. Requests for advice about this policy and/or making a Disclosure may be done anonymously. Employees considering anonymous requests for advice should provide sufficient information to enable the alleged Wrongdoing to be investigated, as the person receiving the request may be unable to seek clarification or further information from them, which may impact a full and thorough response to the request for advice and/or investigation.
5. A Responsible Administrator or Designated Officer must review and respond to a request for advice with appropriate assistance and consultation. A Responsible Administrator or Designated Officer who receives a request for advice shall seek to respond where practicable within twenty (20) business days of receiving the request. Responses shall be provided in writing.

6. An Employee who believes they have been the subject to Reprisal for seeking advice about this policy may make a complaint to the [Ombudsperson](#), who may investigate and make recommendations to address a Reprisal in accordance with [PIDA](#).

### **Making Disclosures About Alleged Wrongdoing**

1. An Employee who reasonably believes that a Wrongdoing has been committed or is about to be committed, including being asked to commit or conceal Wrongdoing, is encouraged to make a Disclosure to any of the following:
  - a. The Employee's Responsible Administrator or the Responsible Administrator of the affected area;
  - b. A Designated Officer;
  - c. Any member of Senior Management Team; or
  - d. The [BC Ombudsperson](#).

Note: If a Designated Officer is the subject of the Disclosure, the Whistleblower should report the allegations directly to the College President, the remaining Designated Officer or the BC Ombudsperson.

2. A Disclosure may be made to any of the individuals listed above by regular mail or by email. A confidential email address can be used to contact the College's Designated Officers: [publicinterestdisclosure@douglascollege.ca](mailto:publicinterestdisclosure@douglascollege.ca)

Note: Disclosures submitted via this dedicated email address above will be reviewed by a Designated Officer and should not, therefore, be used when submitting any Disclosure relating to allegations of Wrongdoing by either Designated Officer.

3. Disclosures may be made anonymously; however, Employees are encouraged to include their names with any Disclosure they make, and to sign their report or otherwise identify themselves. Without contact information, the Designated Officer or other person reviewing the Disclosure will be unable to seek clarification or further information, which may limit their ability to respond to the allegations. However, anonymous reports may be considered at the discretion of the Designated Officer or other person reviewing the Disclosure, taking the following factors into account:
  - The seriousness of the issue(s) raised;
  - The credibility of the concern; and
  - The likelihood of confirming the allegation from alternate credible sources.
4. A Disclosure must be made in writing. Disclosures must include the following information, if known:
  - A description of the Wrongdoing;
  - The name of the person(s) alleged to have committed or be about to commit the Wrongdoing;
  - The date or expected date of the Wrongdoing;

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- If the Wrongdoing relates to a violation of provincial and federal law and/or College policy or procedures, identification of applicable laws, policies or procedures;
  - Whether the Wrongdoing has previously been disclosed, and if so, the name of the person to whom it was disclosed and the response, if any, that the Employee making the Disclosure received; and
  - Any other information that may assist in evaluating the Disclosure.
5. An Employee who believes they have been the subject of a Reprisal for making a Disclosure or a complaint about Reprisal under this policy may make a complaint to the [Ombudsperson](#), who may investigate and make recommendations to address a Reprisal in accordance with the [Public Interest Disclosure Act \(PIDA\)](#).

### **Making Disclosures About Urgent Risk**

1. Under [PIDA](#), Employees may make Disclosures public under limited circumstances, where the following conditions are met:
  - a. The Employee reasonably believes that there is a matter that constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment;
  - b. The Employee has consulted with the relevant Protection Official, as defined in this policy, before making the Disclosure;
  - c. The Employee has received direction from that Protection Official and is following that direction;
  - d. The Employee does not disclose or share anyone's personal information except as necessary to address the urgent risk; and
  - e. The Employee does not disclose any information that is privileged or subject to a restriction on Disclosure under [PIDA](#) or another enactment of British Columbia or Canada, including solicitor-client privilege, litigation privilege, another ground of common law privilege or public interest immunity.
2. If the direction from the Protection Official is that the Employee should not make a public Disclosure, the Employee must not make the Disclosure to the public.
3. Employees are expected to obtain appropriate advice if they are uncertain about what information may be disclosed as part of a public Disclosure.
4. An Employee who makes a public Disclosure must, immediately following the public Disclosure, notify their Responsible Administrator or a Designated Officer about the public Disclosure, and submit a Disclosure in accordance with procedures outlined above (see **Making Disclosures About Alleged Wrongdoing**).
5. If the Employee does not wish to make a public Disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless encouraged to report their concerns without delay in accordance with this policy.



### **Receiving and Reviewing Disclosures of Wrongdoing**

1. Upon receiving a Disclosure, a Responsible Administrator, Designated Officer or anyone authorized to receive a Disclosure under this policy must date-stamp the report.
2. A Responsible Administrator or anyone other than a Designated Officer who receives a Disclosure must promptly advise a Designated Officer and refer all Disclosure-related materials to either of the College's two Designated Officers, except in the following circumstances:
  - a. If the allegation of Wrongdoing is made against one Designated Officer, the Disclosure must be referred to the College President or the remaining Designated Officer.
  - b. If the allegation of Wrongdoing is made against the College President and/or any member of the College Board of Governors other than the Chair, the Disclosure must be referred to the Chair of the College Board.
  - c. If the allegation of Wrongdoing is made against the Chair of the College Board, or against all the officials listed in 2(a) and (b) above, the Disclosure must be referred to the [BC Ombudsperson](#).
3. After a Disclosure is received from any source, including referral from a Responsible Administrator (as per above), the Designated Officer will conduct a preliminary review of the Disclosure and determine within ten (10) business days whether an Investigation is required and, if so, the form the investigation will take.
4. The Designated Officer must assess each Disclosure received for the risk of Reprisal against the Whistleblower, regardless of whether the Disclosure will be investigated, and may communicate with and request information from the Whistleblower in order to make this determination.
5. If the Designated Officer reasonably believes there is an urgent risk arising from the information provided in a Disclosure, they may report the matter to an appropriate Protection Official.
6. The Designated Officer responsible for investigating the Disclosure may, pending completion of the investigation, take whatever interim actions they deem necessary to protect the safety of Employees and/or prevent damage to or loss of College property or reputation.
7. The Designated Officer responsible for investigating the Disclosure may call upon College Employees, legal counsel, an external auditor or other external advisors to investigate and report on the allegation.

### **Declining to Investigate Disclosures of Wrongdoing**

1. The Designated Officer (or applicable Responsible Administrator) may elect not to proceed with an investigation, or to stop an investigation at any time, if they reasonably believe any of the following:
  - a. The Disclosure was not made by an Employee as defined in the policy;
  - b. The allegations, if proven, would not constitute Wrongdoing;

- c. The Disclosure relates primarily to
      - i. a dispute between the Employee and the College about their employment or contract(s);
      - ii. a law enforcement matter being addressed by the police force, or conduct of members of a police force;
      - iii. a matter relating to the prosecution of an offence; or
      - iv. the exercise of an adjudicative function of a court, tribunal or other statutory decision-maker, including a decision or the processes and deliberations that have led or may lead to a decision;
    - d. The Disclosure does not provide adequate particulars of the alleged Wrongdoing;
    - e. The Disclosure is frivolous or vexatious or has not been made in good faith;
    - f. The investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of Disclosure;
    - g. The Disclosure relates solely to a public policy decision;
    - h. The Disclosure is already being or has been appropriately investigated by the provincial Ombudsperson, the College or other appropriate authority; or
    - i. The [Public Interest Disclosure Act \(PIDA\)](#) otherwise requires or permits the College to stop or suspend the investigation.
  2. If the Designated Officer (or applicable Responsible Administrator) determines that the Disclosure does not warrant investigation under this policy but involves a matter that may be appropriately addressed through another process (including the grievance process under a collective agreement), the Designated Officer (or applicable Responsible Administrator) will re-direct the matter to the entity responsible for that process.
  3. The Designated Officer (or applicable Responsible Administrator) may refer a Disclosure to the BC Ombudsperson and law enforcement, as warranted, upon consideration of factors such as the following:
    - a. Whether the subject matter of the Disclosure would be more appropriately dealt with by another authority;
    - b. The complexity of the subject matter of the Disclosure;
    - c. Whether a real or perceived conflict of interest exists;
    - d. The resources and expertise required to conduct a fair and an effective investigation; and
    - e. If the subject matter relates to an individual with authority over the Designated Officer (or applicable Responsible Administrator).
  4. The Designated Officer (or applicable Responsible Administrator) may postpone or suspend an investigation if the Designated Officer (or applicable Responsible Administrator)
    - a. Reports to a law enforcement agency an alleged offence they have reason to believe has been committed in relation to the Disclosure; or
    - b. Considers that the investigation may compromise another investigation; or
    - c. Becomes aware that the alleged Wrongdoing is also being investigated for the prosecution of an offence.

5. The Designated Officer (or applicable Responsible Administrator) will notify the Whistleblower and, if appropriate, the Respondent(s) if they refuse, stop, postpone or suspend an investigation or refer the investigation to another process or authority, and will provide the reasons for this decision. The Designated Officer (or applicable Responsible Administrator) will also notify the President, unless the President is alleged to be responsible for the Wrongdoing, in which case the Designated Officer (or applicable Responsible Administrator) will notify the Chair of the College Board and any other person required by the [Public Interest Disclosure Act \(PIDA\)](#).

### **Investigating Disclosures of Wrongdoing**

1. Every person involved in investigations under this policy must carry out their functions in an expeditious, fair and proportionate manner as appropriate in the circumstances, as required under [PIDA](#), and in accordance with applicable obligations under any relevant collective or employment agreement.
2. Investigations will be conducted in accordance with the principles of procedural fairness and natural justice, and any applicable legislation, policy and agreements. Respondents to the Disclosure will be informed of the nature of the allegations and will have an opportunity to respond to the allegations.
3. Where the Designated Officer (or applicable Responsible Administrator) decides that an investigation is warranted, the Designated Officer will manage the investigation, with appropriate assistance and consultation, depending on the nature of the Disclosure.
4. Subject to the provisions outlined above (see **Declining to Investigate Disclosures of Wrongdoing**), the Designated Officer may expand the scope of an investigation beyond the allegations set out in the Disclosure or complaint about Reprisal to ensure that any potential Wrongdoing discovered during the investigation is investigated. If more than one Disclosure is received with respect to the same or similar Wrongdoing, a single investigation into the alleged Wrongdoing may be conducted.
5. The Designated Officer (or applicable Responsible Administrator) shall seek, where practicable, to investigate Disclosures within ninety (90) business days. The time may be extended, if warranted by the nature and complexity of the allegations.
6. The Designated Officer (or applicable Responsible Administrator) may seek assistance from the Ombudsperson for an investigation, or may refer a Disclosure in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the Whistleblower.

### **Reporting the Results of an Investigation**

1. The Designated Officer (or applicable Responsible Administrator) will provide a report on the findings of the investigation, reasons and any recommendations to the President or, in the case of an investigation involving the President, to the Chair of the College Board.

2. Subject to the College's obligations under the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), the Designated Officer (or applicable Responsible Administrator) will seek to provide to both the Whistleblower and Respondent(s) an appropriate summary report within twenty (20) business days of the investigation being completed. The obligation to provide such a report does not apply to a Whistleblower who has submitted a Disclosure anonymously. The Designated Officer (or applicable Responsible Administrator) is not required to hold a hearing to convey publicly the findings of the investigation.
3. The Designated Officer (or applicable Responsible Administrator) will ensure that any corrective actions recommended are implemented in accordance with any relevant legislation, policy and agreement.
4. All complaints and the summary results of investigations will be forwarded for secure storage to the AVPHR, except when the AVPHR was a Respondent, in which case the complaint and summary results of the investigation will be forwarded for secure storage to the College President. Accordingly, the Office of the AVPHR or of the President will retain reports of Wrongdoing and any resulting investigations for a period of not less than seven (7) years.
5. All complaints and completed investigations will be reported annually to both the AFIC and the HRC of the College Board, which will review actions taken and determine whether changes to College policies, procedures or controls are recommended or required.
6. Annual reports of Disclosures and complaints of Reprisal received, and of investigations completed, will be posted publicly to the Douglas College website in accordance with the [Public Interest Disclosure Act \(PIDA\)](#) and this policy (see Policy Statement 10.d).

### **Privacy and Confidentiality**

1. For this policy and related procedures to function as intended, everyone involved in a request for advice, Disclosure, complaint about Reprisal or investigation must protect confidentiality and privacy.
2. Employees must take reasonable precautions to ensure that personal information is not disclosed in a request for advice, Disclosure or complaint about Reprisal beyond what is reasonably necessary.
3. Employees must maintain strict confidentiality with respect to all personal information related to a request for advice, Disclosure, complaint about Reprisal or investigation under this policy, including the identity of those involved, and must not disclose such information except as authorized under the [Public Interest Disclosure Act \(PIDA\)](#). If Employees have questions about their confidentiality obligations, they are encouraged to speak to a Designated Officer.
4. Responsible Administrators and Designated Officers must advise Employees who request advice, make a Disclosure or a complaint about Reprisal or participate in an investigation about these obligations.

5. Responsible Administrators and Designated Officers must only collect, use and disclose personal information, particularly if it may reveal the identity of a Whistleblower or Respondent, as necessary to fulfill their responsibilities under [PIDA](#) or as otherwise permitted by *PIDA*, including to comply with other applicable laws and agreements, and to ensure a fair and an appropriate investigation.

## **F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

### Administration Policies

- *Acceptable Use of Computer and Information Technology*
- *Bullying and Harassment Prevention and Response*
- *Conflict of Interest*
- *Fraud Prevention*
- *Human Rights*
- *Impairment Policy for Employees*
- *Occupational Health and Safety*
- *Sexual Violence and Misconduct Prevention and Response*
- *Student Non-academic Misconduct*
- *Violence Prevention and Response*

### Douglas College Code of Conduct

### Disclosure Form

### Office of the Provincial Ombudsperson

## **G. RELATED ACTS AND REGULATIONS**

- BC [Human Rights Code](#) [RSBC 1996], c. 210
- [Criminal Code of Canada](#) [RSC 1985], c. C-46
- [Emergency and Disaster Management Act](#) [SBC 2023]
- [Employment Standards Act](#) [RSBC 1996], c. 113
- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165
- [Labour Relations Code](#) [RSBC 1996], c. 244
- [Personal Information Protection Act](#) [SBC 2003], c. 63
- [Public Interest Disclosure Act](#) [RSBC 2018], c. 22
- [Workers Compensation Act](#) [RSBC 1996], c. 492

## **H. RELATED COLLECTIVE AGREEMENTS**

N/A