



Procedures for Reporting Wrongdoing or Fraud

Parent Policies:	<i>Safe Disclosure Policy</i> <i>Fraud Policy</i>		
Procedure Reference	SFDPR_2502N_AD/VPC		
Procedure Sponsor:	CFO & Vice President Corporate Services		
Procedure Contact:	Governance and Privacy Coordinator		
Applies to:	Employees and former Employees		
Approved by:	Executive Team		
Effective Date:	May 1, 2025		
Last reviewed:	January 2025	Scheduled review date:	January 2030

1. Purpose

The purpose of the Reporting Wrongdoing Procedures is to outline the process by which current or former Employees may raise concerns about potential or suspected Wrongdoing or Fraud.

2. Scope and Application

This Procedure applies to reports of Wrongdoing or Fraud made by Employees who were employed by Okanagan College at the time a Wrongdoing or Fraud occurred or was discovered. These Procedures apply to both the Safe Disclosure Policy and the Fraud Policy. This Procedure does not apply to members of the public, volunteers, or to students.

3. Procedures

When to Report

- 3.1 Reports of Wrongdoing or Fraud should be made as soon as possible. The earlier a report is made, the more likely the investigation can be conducted effectively and any adverse effects to the College or Employees as a result of the Wrongdoing or Fraud can be limited.

Seeking Advice on Disclosures

- 3.2 An Employee considering making a Disclosure of Wrongdoing may seek advice about the Disclosure process from their Supervisor, Designated Officer, union representative, lawyer, or the BC Ombudsperson.

- 3.3 Employees who seek advice are protected from Retaliation regardless of whether they decide to make a Disclosure.
- 3.4 Supervisors may seek advice on Employees' behalf without providing a Designated Officer with any identifying details of the Employee unless a Disclosure has been made.
- 3.5 Advice given to an Employee by a Supervisor or Designated Officer will be documented and kept confidential.

Making a Disclosure

- 3.6 Employees are encouraged to first make the Disclosure to their Supervisor. If there is a conflict of interest in seeking advice or making a Disclosure, the Disclosure should be brought to the next highest level of authority.
- 3.7 A Disclosure can be submitted to a Supervisor or Designated Officer or anonymously.
- 3.8 Disclosures may also be made directly to the BC Ombudsperson.
- 3.9 All Disclosures must be made in writing.
- 3.10 Where making a Disclosure to a Supervisor or a Designated Officer, Employees are required to provide factual information to substantiate the Disclosure and to share any evidence supporting their allegations.
- 3.11 Any Supervisor receiving a Disclosure must immediately convey the report to the Designated Officer of their area or any other Designated Officer under this policy:
 - i) Governance and Privacy Coordinator
Telephone number: 250-762-5445 Ext. 4712
Email: complaintdisclosure@okanagan.bc.ca
 - ii) CFO and Vice President Corporate Services
Telephone number: 250-762-5445 Ext. 4365
Email: corporateservices@okanagan.bc.ca
 - iii) Provost and Vice President Academic
Telephone number: 250-762-5445 Ext. 4317
Email: slenci@okanagan.bc.ca
 - iv) Vice President Enrolment and College Relations
Telephone number: 250-762-5445 Ext. 4534
Email: jgoodwin@okanagan.bc.ca
 - v) Associate Vice President, People Services
Telephone number: 250-762-5445 Ext. 4419
Email: ghenderson@okanagan.bc.ca
- 3.12 Anonymous Disclosures may be made to a Supervisor or Designated Officer, to the BC Ombudsperson, or by contacting the independent, third-party reporting agency Doane Grant Thornton C.A.R.E. (*Confidential Anonymous Reporting for Employees*) by calling 1-855-484-2273 (CARE) or at <https://care.doanegrantthornton.ca/>. Done Grant Thornton will refer the Disclosure to two Designated Officers at Okanagan College for review and investigation.
 - a) The anonymity of the person reporting the concern will be maintained through procedures implemented by Doane Grant Thornton C.A.R.E.
 - b) Anonymous allegations will be acted upon only if the evidence collected indicates that the report can be properly investigated.

4. Investigations

Review of Disclosures

- 4.1 Within seven (7) business days of receiving a Disclosure, the Designated Officer will acknowledge receipt of the Disclosure.
- 4.2 Within twenty (20) business days of receiving a Disclosure, the Designated Officer will complete a preliminary review of the Disclosure. The preliminary review will determine whether the allegations made in the Disclosure fall under PIDA and can be investigated under the Policy: the form of the investigation; whether the Disclosure raises a matter which requires an urgent response; and assess the risk of Retaliation against the employee, regardless of whether the Disclosure will be investigated.
- a) In determining whether to pursue the investigation of an anonymous report, the Designated Officer(s) will consider the following factors:
- i) The seriousness of the allegation;
 - ii) The credibility of the allegation; and
 - iii) The likelihood of confirming the allegation.
- b) In determining whether to pursue the investigation of a formal report, the Designated Officer(s) will consider the above factors, as well as whether:
- i) The Discloser has failed to exhaust other reasonably available procedures;
 - ii) The alleged Wrongdoing would be more appropriately dealt with under a different policy; and
 - iii) The allegations have sufficient information to undertake an investigation.
- 4.3 Following the review of the complaint, the Designated Officer will notify the Discloser of the decision to proceed with or refuse an investigation. The Designated Officer may decide not to proceed with an investigation if the Disclosure:
- a) is frivolous or vexatious,
 - b) has not been made in good faith,
 - c) has not been made by a person entitled to disclose, or
 - d) is determined to not deal with Wrongdoing or Fraud.

Investigations

- 4.4 Investigations will be conducted promptly and in a manner that is discreet, independent, fair and proportionate to the significance of the reported Wrongdoing or Fraud.
- 4.5 Where practicable, investigations will be conducted and completed within 120 business days of receiving a Disclosure. A Designated Officer may shorten or extend the time for investigations depending on the nature and complexity of the allegations.
- 4.6 Prior to the start of the investigation, the Respondent will be informed of the allegations made against them and be given the opportunity to respond.
- 4.7 The investigation will be considered confidential, and the investigation process will limit the number of individuals involved. Employees involved in the investigation will not discuss the investigation with anyone.
- 4.8 The investigation process may include:
- a) Interviews with involved parties, including witnesses;
 - b) Review of relevant records and documentation; and
 - c) Collaboration with legal counsel or external organizations if necessary.

- d) Law enforcement, when necessary for the safety and security of the College, its Employees and its resources.
- 4.9 All Employees of the College have a duty to cooperate with an investigation initiated under these Procedures.
- 4.10 Upon completion of the investigation, a report will be prepared detailing the findings and recommending corrective actions. A summary of this report will be made available to the Discloser and Employee alleged to have committed the Wrongdoing within 20 business days of the investigation being completed, wherever possible.

5. Protection for Wrongdoing or Fraud Disclosures

- 5.1 An Employee who makes a report or seeks advice in good faith will not be subject to disciplinary action, regardless of whether the allegations are substantiated or not.
- 5.2 Individuals who report Wrongdoing or Fraud in good faith will be protected from Retaliation. Any act of Retaliation will be subject to disciplinary action.
- 5.3 Consistent with applicable employment policies or collective agreements, an Employee may be placed on leave with pay when it is determined by the College that such leave would serve the best interests of the Employee, the College or both. Such a leave is not to be interpreted as an accusation or a conclusion of guilt or innocence by any individual, including the person on leave.

6. Disciplinary Action

- 6.1 A report of Wrongdoing or Fraud is a serious matter. Making intentional frivolous allegations or in bad faith may be cause for disciplinary action up to and including termination of employment in accordance with the College's policies and collective agreements.
- 6.2 Employees found to have participated in Wrongdoing or Fraud will be subject to disciplinary action up to and including termination of employment in accordance with College policies and collective agreements.
- 6.3 In cases where criminal activity is identified, the College may refer the matter to the appropriate law enforcement and/or appropriate legal authority.
- 6.4 The College reserves the right to take legal action if criminal Wrongdoing or Fraud is confirmed during the investigation process.

7. Compliance & Reporting

- 7.1 The Designated Officers are responsible for monitoring compliance with the Safe Disclosure and Fraud Prevention Policies and ensuring there are no Conflicts of Interest on the part of any party involved in an investigation.
- 7.2 In accordance with the Public Interest Disclosure Act, a report on the number of Disclosures of Wrongdoing, and associated corrective actions or recommendations taken will be published on the College's website annually. The report will include reports on instances of Fraud only if they are also determined to be Wrongdoing.
- 7.3 Instances of suspected Fraud will be assessed and may be reported to the Ministry and the Board of Governors if deemed necessary.

8. Related Acts and Regulations

Public Interest Disclosure Act
Financial Administration Act
Freedom of Information and Protection of Privacy Act

9. Supporting References, Policies, Procedures and Forms

Code of Ethical Practices (Employees)
Student Non-Academic Misconduct Policy
Procedures for Protection from Retaliation
Discrimination, Bullying and Harassment Policy
Designated Officer Toolkit
Reprisal Risk Assessment Guide

History / Revisions

Date	Action
2025-02-24	New Procedure Approved by OC Executive Team: <i>Procedures for Reporting Wrongdoing or Fraud (SFDPR_2502N_AD/VPC)</i>