
Board Governance Policy Cross Reference: [1, 4, 7, 9, 13, 14, 15, 16](#)

Administrative Procedures Cross Reference:

[Code of Conduct](#)

[Dispute Resolution](#)

[Equity](#)

[Harassment](#)

[Respect for Human Diversity](#)

[Retention and Disposition of Records](#)

Form Cross Reference:

[Reporting Suspected Wrongdoing Form](#)

Legal/Regulatory Reference:

[Canadian Charter of Rights and Freedoms](#)

[Manitoba Workplace Safety and Health Act and Regulation](#)

[The Freedom of Information and Protection of Privacy Act](#)

[The Public Interest Disclosure \(Whistleblower Protection\) Act](#)

The Interlake School Division believes in the highest ethical standards for its personnel. Personnel must perform their duties and responsibilities with honesty and integrity while complying with all applicable

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Date Reviewed:
Date Amended:

[Interest Disclosure \(Whistleblower Protection\) Act](#). An employee or former employee who alleges that a reprisal has been taken against them may make a written complaint to the Ombudsman.

This Procedure is intended to encourage Division personnel to raise serious concerns regarding conduct within the Division. All complaints must be submitted on the [Reporting Suspecting Wrongdoing Form](#); however, a complainant may submit the complaint on a confidential basis in

There is another valid reason for not investigating the disclosure

If the Superintendent/CEO or designate or Ombudsman decides not to investigate or to cease investigating a disclosure, they must inform the person making the disclosure of the decision. In the case of a decision made by the Superintendent/CEO or designate, they will also advise that the person may make a disclosure to the Ombudsman.

Upon completing an investigation, the Superintendent/CEO or designate or Ombudsman must prepare a report containing their findings and any recommendations about the disclosure and the wrongdoing. When the matter being investigated involves the Superintendent/CEO, the Ombudsman must also give a copy of the report to the Chair of the Board. The Superintendent/CEO or designate or the Ombudsman must inform the employee who made the disclosure of the results of the investigation. The Superintendent/CEO or designate or Ombudsman may do so in the manner and at the time they consider appropriate.

Each year, the Superintendent/CEO or designate must prepare a report on any disclosures of wrongdoing that have been made to a designated officer. The report must include the following information:

- The number of disclosures received, and the number acted on and not acted on;

- The number of investigations commenced as a result of a disclosure;

- In the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing and any recommendations or corrective actions taken in relation to the wrongdoing or the reasons why no corrective action was taken.

The report must be included in a public annual report of the Interlake School Division.

The Division shall retain as part of their confidential records, any complaints and any resulting investigations according to the [Retention and Disposition of Records](#) Administrative Procedure. This shall include the making of written summaries of any oral complaints.