



# COALDALE CHRISTIAN SCHOOL

*"Your word is a lamp unto my feet and a light for my path" Psalm 119:105*

2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436

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[www.coaldalechristianschool.com](http://www.coaldalechristianschool.com)



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## **WHISTLEBLOWER PROTECTION POLICY**

Coaldale Canadian Reformed School Society operating Coaldale Christian School requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Society, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Society can address gross mismanagement within the organization. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of the Society's code of ethics or suspected violations of law or regulations that govern its operations.

### **Definitions**

Gross mismanagement: including an act or omission that is deliberate and that shows a reckless or wilful disregard for the proper management of

1. public funds or a public asset
2. the delivery of a public service, including the management or performance of
  - a. a contract or arrangement identified or described in the regulations, including duties resulting from the contract or arrangement of any funds administered or provided under the contract or arrangement, and
  - b. the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,
3. employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment, or intimidation.

### **No Retaliation**

It is contrary to the values of the Society for anyone to retaliate against any board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Society. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, and legal prosecution. Organizations and administration may also be required to make financial restitution if they take reprisal action on an employee.

### **Reporting Procedure**

The Coaldale Canadian Reformed School Society has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with the principal. If you are not comfortable speaking with the principal or you are not satisfied with his/her response, you are encouraged to speak with a school board member or the vice-principal. All complaints or concerns about suspected ethical and legal violations in writing to the school board or the principal, who therefore has the responsibility to investigate all reported complaints. Employees may also report wrongdoing directly to the Public Interest Commissioner.

Approved: March 2024



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The principal is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. He will then advise the school board of all complaints and their resolution.

## **Accounting and Auditing Matters**

The principal of Coaldale Christian School shall immediately notify the board treasurer as well as the accountant of record of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

## **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will be dealt with accordingly.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Principal of the Society will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:** Principal of Coaldale Christian School

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