Policy 21: Duty to Report

Purpose:

To create and sustain an ethically sound and transparent environment in which Yellowknife Education District No.1 (YK1) Board Members and employees will report any allegations of misconduct, ethics, code of conduct, concerns up-to illegal acts by any or all members of the Board, Administration, or the Staff, without fear of reprisal.

Suggested rewrite to clarify policy aims and to be more explicit to transparency and org accountability:

The purpose of this policy is to promote an ethical, transparent, and accountable organizational culture in which all Board Members and employees feel safe and supported in reporting suspected misconduct, breaches of duty, or unethical behaviour. YK1 is committed to maintaining public trust, and ensuring that any concerns are addressed promptly and without fear of reprisal.

Add Definition Section:

Definitions
For the purposes of this policy:

- *Misconduct: Actions or omissions that violate legislation, Board policy, administrative procedures, professional standards, or ethical expectations.*
- *Good Faith: A reasonable and honest belief that the information reported is true and made in the public interest.*
- *Bad Faith: Knowingly reporting false, misleading, or materially inaccurate information.*
- *Retaliation: Any adverse action taken against an individual for reporting a concern, including threats, intimidation, discrimination, demotion, exclusion, or negative employment consequences.*
- *Conflict of Interest: A situation where personal, financial, or other interests could compromise, or could be perceived to compromise, a Board Member's or employee's judgment or actions.*
- *External Agency/Body: Authorities legally empowered to receive complaints or disclosures, such as law enforcement, government oversight bodies, or regulatory agencies.*

Statement

All Board Members and employees are accountable and responsible for:

a) act in the best interest of students, staff and each other
b) ensuring the responsible stewardship of public funds; and
c) Avoiding situations that create real or perceived conflicts of

interest; and

d) Upholding YK1's Code of Conduct, values, and professional standards.

Board Members and/or employees who believe that another Board Member or employee is not meeting their responsibilities under this Policy have a duty to report the behaviour. YK1 will not retaliate against any Board member/employee who, in good faith, makes a complaint/disclosure or raises concern in accordance with this policy or discloses information to an external agency/body against the Board, a Trustee(s), or any employee of the YK1 based on a reasonable and honest belief that the information is true and in the public interest. 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 actions.

This policy applies to all Board Members and any individual employed by YK1. The Superintendent must develop and maintain an Administrative Procedure (AP 403 - Duty to Report) to operationalize this policy.

References/Related Documents:

- Education Act
- Administrative Procedures
- Whistleblower Policy
- City of Yellowknife

For Better clarity:

Duty to Report

Board Members and employees who reasonably believe that another Board Member, employee, contractor, or volunteer is acting contrary to these responsibilities have a duty to report the concern.

Concerns may include (but are not limited to):

- *Misconduct or unethical behaviour;*
- *Financial irregularities;*
- *Conflicts of interest;*
- *Violations of legislation or Board policy;*
- *Behaviour compromising student safety, wellbeing, or dignity.*

Reports may be made internally through designated reporting channels or directly to an appropriate external agency/body, as permitted by law.

Non-Retaliation

YK1 strictly prohibits retaliation against any individual who, in good faith, reports a concern, submits a disclosure, or cooperates in an inquiry or investigation.

YK1 will:

- *Protect confidentiality to the fullest extent permissible;*
- *Address allegations of retaliation promptly;*
- *Apply disciplinary measures, up to and including termination, for confirmed acts of retaliation.*

Bad-Faith Reporting

Individuals who knowingly make false, misleading, or malicious complaints, or who provide materially inaccurate information, may be subject to disciplinary action.

Roles and Responsibilities

Board Members and Employees

- *Report concerns promptly through the appropriate channels.*
- *Cooperate honestly and fully with investigations.*
- *Maintain confidentiality during and after the reporting process.*

Supervisors and Administrators

- *Receive reports respectfully and document concerns accurately.*
- *Initiate appropriate steps in accordance with the related Administrative Procedure.*
- *Ensure that no retaliatory actions occur.*

Superintendent

The Superintendent is responsible for:

- *Developing, implementing, and maintaining AP 403 – Duty to Report;*
- *Ensuring reporting pathways are accessible, confidential, and culturally safe;*
- *Overseeing training, communication, and awareness of this policy;*
- *Ensuring timely, impartial, and well-documented investigations.*

Reporting Pathways

Specific processes, forms, and timelines are outlined in Administrative Procedure 403 – Duty to Report, which includes:

- *Internal reporting channels;*

- *Anonymous reporting options, where feasible;*
- *Circumstances requiring disclosure to external agencies;*
- *Investigation protocols;*
- *Documentation and follow-up expectations.*

Confidentiality

All reports will be handled with discretion and confidentiality, consistent with:

- *Legislative requirements,*
- *Procedural fairness,*
- *Protection of personal information.*

Confidentiality may be limited where disclosure is legally required (e.g., child protection, law enforcement).

Application

This policy applies to:

- *All YK1 Board Members;*
- *All employees of YK1 (casual, part-time, full-time, term);*
- *Contractors, volunteers, and others acting on behalf of YK1, where applicable.*

References / Related Documents

- *Education Act*
- *AP 403 – Duty to Report*
- *YK1 Code of Conduct*
- *Whistleblower Protection Policy*
- *Relevant City of Yellowknife bylaws, where applicable*
- *Applicable territorial and federal legislation*

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1	Adopted	April 2021	2022-2026 Board
2	Reinstated with no changes recommended.	April 2026	Early 2026