



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.

Statement

All Board Members and employees are accountable and responsible to:

- a) act in the best interest of the children in their care,
- b) utilize public finances in a manner that builds public trust; and
- c) conduct themselves in a manner that does not bring them into a conflict of interest.

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 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

| Revision History | | | |
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| Revision | Revision Description | Approved Date | Review Date |
| 1 | Adopted | April 2021 | 2022-2026 Board |
| 2 | | | |