



Purpose

Pickering Christian School (the “School”) is committed to the highest ethical standards; therefore, the School requires employees, volunteers, board members and parents to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the School (both employee and volunteer), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The purpose of this Whistleblower Policy is to encourage employees, volunteers, board members and parents to raise serious concerns within the School and be assured that in making the complaints, they will be protected from harassment, retaliation or adverse employment consequences for raising such concerns in good faith. The Whistleblower Policy is intended to encourage and enable Complainants to raise serious concerns within the School prior to seeking resolution outside the School.

Please note: in case of general or minor concerns, you may continue to reach out to the principal or board chair for informal discussion.

Definitions

The Complainant

For the purpose of this policy, the “Complainant” is meant to be any employee, volunteer, board member or member of the School community who has reported a Reportable Activity.

Reportable Activity

“Reportable Activity” covers instances where a Complainant/Whistleblower has **evidence of activity** by any School employee, volunteer, board member, contractor or any retained consultant (including external auditors) that to his/her knowledge constitutes (but not limited to):

- Accounting, auditing, or other financial reporting fraud or misrepresentation
- Violations of federal or provincial laws that could result in fines or civil damages payable by the School, or that could otherwise significantly harm the School’s reputation or public image
- Unethical business conduct in violation of any School policy
- Danger to the health, safety, or well-being of employees, volunteers, students and/or the general public (including any real or perceived threat of workplace violence or harassment)

Reporting Responsibility

It is the responsibility of all employees, volunteers, board members or members of the School community to report Reportable Activities or suspected Reportable Activities in accordance with this Whistleblower Policy.

No Retaliation

No Complainant/Whistleblower who in good faith reports a Reportable Activity or suspected Reportable Activity shall suffer harassment, retaliation or adverse employment consequence. An employee or volunteer (including board members) who retaliates against someone who has reported a Reportable Activity or suspected Reportable Activity in good faith is subject to discipline up to and including termination of employment or dismissal from office. Any instances of retaliation should be reported to the Principal of the School or the Chair of the Board.

Reporting Violations

A Complainant may submit their concerns in writing to either the Principal or Board Chair by completing the reporting form. The Complaint will be treated with utmost confidence and not discussed with others except to the minimum extent necessary to conduct a complete and fair investigation. In all cases, the person who is alleged to have committed the infraction set out in the complaint will be made aware of the complaint at an appropriate point during the investigation.

Accounting and Auditing Matters

The Board shall address all Complaints regarding corporate accounting practices, internal controls or auditing. The Principal or Board Chair shall immediately notify the Board of any such Complaint and a sub-committee will be formed to work together until the matter is resolved.

All Other Reportable Activity

The Board Chair or Principal shall immediately notify the Board of any such Complaint and if required, a sub-committee will be formed to work together until the matter is resolved.

Acting in Good Faith

Any Complainant must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a Reportable Activity or suspected Reportable Activity. 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. Next steps will be handled on a case by case basis including recommendations from the investigating subcommittee.

Handling of Reported Violations

The Principal or Board Chair will acknowledge receipt of the complaint within five business days. All Complaints will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

All Complaints and any resulting investigations will be retained in a confidential location for a period of not less than seven (7) years. Such retention obligation shall include the making of written summaries of any oral Complaints or Reportable Activities.



Whistleblower Reporting Form

Pickering Christian School (the “School”) will treat all reports made under its Whistleblower Policy in a confidential and sensitive manner. The School will exercise care to keep your identity confidential until a formal investigation is launched. At that point, your identity will be disclosed to the other individuals affected by this report only to the extent necessary to conduct a complete and fair investigation.

Name: _____

Telephone: _____

Email: _____

1. Please provide details of the suspected Reportable Activity (attach separate paper if needed).
2. Please provide the names of all persons involved in the suspected Reportable Activity, including any other persons aware of the suspected Reportable Activity.
3. Please provide as specifically as possible the relevant dates and time periods related to the suspected Reportable Activity.
4. Has the suspected Reportable Activity been brought forward to any other authority? If so, what was the result?
5. Please provide any further information that you believe is relevant to the suspected Reportable Activity.

Would you like to arrange a meeting to discuss this matter? Yes ☐ No ☐

Form Submission:

Please submit this form to the following email addresses:

Principal: dpark@pickeringcs.on.ca

The Board: board@pickeringcs.on.ca

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