

## SAFE DISCLOSURE POLICY

### Approving Authority:

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 6, 2024

**Date of Most Recent Review/Revision:**

### Related Policies, Procedures, and Documents:

- Executive Limitation #2b – Treatment of Staff
  - Employee Standards and Performance Policy
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### 1. Purpose

- 1.1. This policy outlines the process for employees to provide good faith disclosures about wrongdoing by Students' Union employees or volunteers without retaliation or reprisal.

### 2. Definitions

- 2.1. **Employee:** A paid worker of the Students' Union.
- 2.2. **Good Faith Disclosure:** Any disclosure made based on the reasonable belief of the authenticity and accuracy of the wrongdoing, and free from malicious or frivolous intent.
- 2.3. **Reprisal:** Any detrimental action or threat of action directed at an employee for making a good faith disclosure, supporting a disclosure, participating in a disclosure investigation, or declining to participate in wrongdoing.
- 2.4. **Volunteer:** A Wilfrid Laurier University undergraduate student who voluntarily undertakes a service for the Students' Union.
- 2.5. **Wrongdoing:** Any act or conduct in contravention of the Students' Union Employee Standards and Performance Policy or other related policies, procedures, or legal standards.

### 3. Jurisdiction/Scope

- 3.1. This policy applies to all Students' Union employees and volunteers.

### 4. Policy

- 4.1. Anyone who has information or reasonable grounds to believe that a Students' Union employee or volunteer has been engaged in wrongdoing is able to make a good faith disclosure through the Students' Union Reporting Form.
  - 4.1.1. If a good faith disclosure involves Human Resources of Vice-President: Volunteer Operations, the disclosure can be made directly to the President and Chief Executive Officer

or Executive Director.

- 4.1.2. If a supervisor receives a good faith disclosure directly from an employee, they must submit the Students' Union Reporting Form.
- 4.2. The Students' Union shall take all necessary and appropriate action to carefully and fairly investigate and respond to disclosures of wrongdoing.
  - 4.2.1. If an investigation conforms wrongdoing, the supervisor shall proceed according to the **Employee Standards and Performance Policy** and all other applicable policies or regulations.
- 4.3. The Students' Union shall take all reasonable efforts to keep the details of a good faith disclosure confidential and protect the identity of the employee who disclosed.
- 4.4. All employees involved in an allegation of wrongdoing are to be treated fairly and impartially.
- 4.5. Retaliation or reprisal in response to a good faith allegation is prohibited.
- 4.6. Employees who make an allegation of wrongdoing that is false, frivolous, vexatious, or made in bad faith will be subject to employee conduction procedures outlined in the **Employee Standards and Performance Policy**.