A. Definitions

Whistleblowing: For the purpose of this procedure, Whistleblowing is the disclosure of information that is evidence of Wrongdoing or a violation of law. This procedure applies to the reporting of illegal, unethical and/or fraudulent business practices by a College official in the interest of managing college finances and resources with the utmost integrity.

Wrongdoing: For the purpose of this procedure, it is activity that constitutes:
   a) A criminal offense;
   b) Negligent, improper or gross mismanagement of any College or public funds;
   c) A serious, willful, and/or flagrant breach of federal, provincial, or municipal statute, College policy, procedure or regulation; and/or
   d) Substantial and specific danger to the environment or public health and safety.

B. Procedure Purpose

This procedure serves as a guideline for members of the College community to safely disclose alleged Wrongdoing, or raise a concern in accordance with the Whistleblowing policy, and its subsequent investigation.

C. Procedure Statements

1. All disclosures are to be forwarded to the Office of the President or to the Chair of the Board of Governors by one (1) of the following methods:
   a) In a sealed envelope mailed to
      Room W210, Daniel J. Patterson Campus in Niagara-on-the-Lake,
      135 Taylor Road, Niagara-on-the-Lake, ON L0S 1J0
   b) By email to the President at president@niagaracollege.ca
   c) By email to the Chair of the Board of Governors at ChairOfTheBoard@niagaracollege.ca

2. If the discloser wishes to verbally discuss the matter, this request should be indicated in the submission. In order to facilitate such a discussion, the discloser’s preferred contact information is required.

3. Upon receipt of a disclosure, the President or Board Chair will assign an investigator who shall make a detailed written record of the allegation.
PROCEDURE TITLE: NC100 Whistleblowing

4. The President or person designated by the President, or Board Chair, will undertake a review of the disclosure to complete an assessment of the nature and extent of the disclosure, establish substance to the allegation, and determine appropriate investigative process.

5. The President, Board Chair, or designate, shall contact the discloser within a reasonable time period following the preliminary review, to advise if the investigation will proceed.

6. As the investigation progresses, periodic reports will be provided to the appropriate parties, as determined by the President or Board Chair, ensuring compliance with the Whistleblowing policy.

7. Upon completion of the investigation, a formal report will be completed that will propose, where necessary, solutions to resolve the disclosed Wrongdoing. These recommendations may include civil or criminal proceedings, if sufficient evidence is present.

8. The discloser will be advised of the outcome, as appropriate.

9. The disclosure and related investigation will be formally closed. The Office of the President and/or the Office of the Board of Governors will retain, any disclosure records as per the recommended period noted in the Records Retention guidelines.

D. Forms

None

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2021</td>
<td>Separation of policy &amp; procedure</td>
</tr>
<tr>
<td></td>
<td>Updates: email for reporting, advising discloser upon completion of investigation</td>
</tr>
</tbody>
</table>