



NORTHERN LIGHTS COLLEGE

Whistleblower Policy

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Category:	Administration
Approval Date:	November 20, 2013
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POLICY

Northern Lights College is committed to protecting any member of the College community from harassment, retaliation or adverse employment consequence when an individual reports, in good faith, a violation or perceived violation of the College's Code of Ethics and Conduct ("Code").

An individual who reports a violation of the "Code" will be protected from retaliation. As well, any member of the College community who is determined to have retaliated against the individual reporting the violation may receive disciplinary action up to and including termination of employment.

PROCESS

The "Code" requires all members of the College community to practice honesty and integrity, and comply with all applicable laws and regulations, in the conduct of their duties and responsibilities on behalf of the College. Members of the College community are also responsible for complying with the Code, and reporting violations, or suspected violations.

The Whistleblower Policy is designed to encourage and enable members of the College community to resolve serious concerns with appropriate College administrators prior to seeking resolution outside the College.

Reporting Violations

If a College staff member believes s/he suffered retaliation for reporting a violation, or perceived violation, of the Code of Conduct and Ethics, this is to be reported to the President as soon as possible after the incident occurs. The report must be submitted via email to the following email address: whistleblower@nlc.bc.ca. This is an address that goes directly to the President.

The President:

- will acknowledge by email that the complaint has been received, within 10 business days of receiving the email, and outline any actions that have been undertaken;
- may delegate primary investigation to an appropriate internal or external party, and meet with that investigator as is appropriate for timely reports;

- will, upon completing an investigation or receiving a report from an investigator, decide upon the appropriate corrective measures and/or discipline that may be warranted, if any, and have the appropriate manager undertake the implementation of that decision;
- Report on the final outcome of the investigation to the complainant.
- In the event of a lengthy investigation the President will provide status updates to the complainant on a regular basis.