



# THE UNIVERSITY OF WINNIPEG

**POLICY TITLE:** Protected Disclosure Policy

**EFFECTIVE DATE:** May 2, 2017

**APPROVAL BODY:** University Administration

## **POLICY PURPOSE**

The purpose of this Policy is to facilitate the University's compliance with the *Manitoba Public Interest Disclosure Act* (the Act) by adopting principles pertaining to the protection of any member of the University community, who acts to expose any "wrongdoing" at the University, as defined by the Act, in the spirit of the legislation. Further, this Policy directs the University's Executive Director of Audit Services, who shall be the Designated Officer of the University for the purpose of the Act and this Policy, in developing required practices and procedures to ensure adherence with those principles.

## **LEGAL AUTHORITY**

*The Manitoba Public Interest Disclosure Act*

## **APPLICABILITY**

This Policy applies to all employees of the University.

## **RESPONSIBILITY**

The Vice-President, Human Resources, Audit & Sustainability, is responsible for the development, administration and review of this Policy.

## **KEY DEFINITIONS**

Not Applicable

## **POLICY ELEMENTS**

### **Principles:**

- To establish processes to facilitate the disclosure and investigation of significant and serious matters in or relating to the University that are potentially unlawful, dangerous to any person, or injurious to the interests of the University.
- To protect persons who make such disclosures in good faith from reprisals, within the meaning of the Act, and to protect the rights of persons against whom allegations are made.
- The processes must include procedures for receiving and reviewing disclosures, including setting time periods for actions; for investigating disclosures, in accordance with the rules of natural justice and procedural fairness.



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- Confidentiality of information collected in relation to disclosures and investigations shall be respected, in particular the identity of persons involved in the disclosure process.
- Information about the Act, this Policy and the disclosure Procedures shall be widely communicated to the University community (a copy of the Act shall be appended to this Policy).
- The University's Executive Director of Audit Services shall provide advice to any person considering making a disclosure of alleged wrongdoing, and may require a request for advice to be in writing.
- The University's Executive Director of Audit Services shall prepare an annual report in accordance with the *Manitoba Public Disclosures Act*, including the number of disclosures received, the number acted on and not acted on, the number of investigations commenced as a result of a disclosure, and the outcomes of investigations, to the President & Vice-Chancellor of the University and the University's Audit Committee.

## ASSOCIATED PROCEDURES

- Protected Disclosure Procedures

## RELATED POLICIES

- Not Applicable

## RELEVANT DATES

**Effective:** May 2, 2017

**Scheduled Review:** May 2, 2022