

Evans Bay Intermediate School

DISCLOSURE OF UNLAWFUL ACTIVITY

Principles

The school will act to protect the safety of staff who disclose fraud, suspected fraud OR the disclosure of any other, unlawful activity at EBIS.

Procedures

1. At all times, staff safety as the result of making a disclosure, will be paramount.
2. All disclosures must be done in writing.
3. Staff must make their disclosure to the Principal, who will, in consultation with the Board Chairperson and outside agencies, decide on the most suitable course of action.
4. In cases where it is obvious fraud or other unlawful activity has occurred, staff members should notify the Principal or Deputy Principal, immediately.
5. When the Principal makes a disclosure, it will be done directly to the Board Chairperson.
6. Staff will, on reporting a disclosure, at all times, maintain confidentiality.
7. Staff, who make a disclosure and become stressed as the result of dealing with the matter of a disclosure, will have counselling provided by the Board of Trustees.
8. In the event of a staff member having a disclosure about the Principal, they will report it directly to the Board Chairperson.

Reviewed: August 19th 2009