



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

University of St. Michael's College

Safe Disclosure Policy

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Safe Disclosure Policy
University of St. Michael's College

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1. Purpose

The University of St. Michael's College ("the University" or "USMC") is firmly committed to a culture of honesty, accountability, ethics, transparency and integrity within all of its activities. It is equally committed to acting in accordance with all applicable legislation and regulatory requirements, as well as the University's policies.

The purpose of this Safe Disclosure Policy is to provide a process through which members of the University community and the public can confidentially disclose, in good faith, any improper conduct that goes against the principles fundamental to USMC as stated above: honesty, accountability, ethics, transparency and integrity (hereinafter referred to as a "disclosure"). This policy also protects and supports anyone making such disclosure from reprisals against them. Additionally, this policy outlines the process by which disclosure is made and issues are investigated.

This policy is intended to apply alongside other University policies and legal requirements, to provide accountability when a disclosure is made. It supplements existing policies and processes that deal with misconduct. In the case of a conflict between the provisions of this policy and those of an Alternate policy, the provisions of the Alternate policy shall prevail.

2. Scope

Disclosure may be made concerning misconduct by any member of the University community. This includes all USMC students, faculty, librarians, fellows, associates, post-doctoral fellows, adjuncts, visiting faculty, and all employees of the University. For clarity, the scope includes anyone employed by USMC to teach in the College's Faculty of Arts and Sciences, Faculty of Theology and the Continuing Education Programs, as well as faculty or employees of the University who are also covered by University of Toronto policies.

Disclosure may also be made concerning misconduct by members of the USMC's governance structure, including its Collegium and Senate, as well as to all volunteers, contractors and suppliers.

Situations where there is imminent threat to personal safety or to the University's property must be reported immediately to USMC Campus Security, to the University of Toronto Campus Police, or the Toronto Police Service.

2.1 Activities In Scope

Activities that may be the subject of a disclosure under this policy include, but are not limited to the following:

- Violations of policies, procedures or legislation.
- Criminal activity.
- Financial misconduct, including but not limited to:
 - Fraud, misappropriation of funds, theft, or misuse of University assets.
 - Forgery, alteration or unauthorized destruction of University documents.
 - Acceptance or seeking anything of material value from contractors, vendors or persons seeking to become suppliers to the University (with the exception of samples of free teaching materials).

- Authorizing or receiving payments for goods or services not received or performed.
- Falsification of employee or contractor expenses submitted to the University.
- Research misconduct.
- Making false or misleading statements.
- Undisclosed conflicts of interests.
- Retaliation or reprisals for making a good faith disclosure under this policy.

2.2 Out of Scope

This policy shall not limit or supersede any legal requirements. Nothing in this policy is intended to limit, amend, or replace any existing alternative USMC policy, or any collective agreements binding upon the University.

For further guidance on reporting suspected issues under each of these areas, please consult the relevant Alternate policy in Section 11 of this policy.

3. Process for Disclosure

Any member of the University community or the public who has information and reasonable grounds to believe there has been improper conduct pertaining to the University is encouraged to make disclosure.

Employees of the University should make disclosure to their immediate supervisor. If it is inappropriate to make disclosure to the immediate supervisor, the employee may make the disclosure to the Secretary to Collegium/Director of the President's office.

No matter to whom it is initially disclosed, any report of financial misuse or misconduct shall be referred to the Secretary to Collegium/Director of the President's Office.

Students and members of the public may make disclosure directly to the Secretary to Collegium/Director of the President's Office.

Misconduct by the University President should be disclosed to the Chair of Collegium.

4. Confidentiality

The University will use reasonable efforts to keep the details disclosed confidential and to protect the identity of the individual making disclosure. Confidentiality cannot be guaranteed.

5. Reprisal or Retribution

Any reprisal, retaliation or threats of retribution made by any member of the University community against an individual who has made a disclosure will not be tolerated by the University. The University will investigate and take appropriate action to address allegations of reprisal. Anyone found to have engaged in such reprisal or retribution will be subject to sanctions or disciplinary actions.

6. Timeframe for Reporting

Disclosure should be made as soon as possible to facilitate a full investigation. While timely disclosure is strongly encouraged, there is no expiry timeframe for reporting.

7. Investigation Process

The University will conduct a preliminary assessment to determine whether the facts disclosed, if true, would give rise to a breach of University policy or of the law. If so, the matter will be normally be investigated. Exceptions may occur if the circumstances make it impossible to conduct a fair and thorough investigation, or if no remedial purpose would be served by conducting an investigation.

The University may choose to hire external support or investigate the matter internally.

If misconduct is substantiated, the University will take steps to not only implement any required disciplinary or legal action but also take measures to assess the potential for process improvements.

The University will share appropriate information with the individual who made the disclosure, once the process is complete.

8. Malicious Reporting

If the University determines that a report made by a member of the University community was not been made in good faith, the reporter may be subject to appropriate disciplinary and possible legal action.

9. Anonymous Reporting

The University will accept anonymous disclosure, it being recognized that anonymity may limit the University's ability to investigate a matter.

10. Reporting to Collegium

The Secretary to Collegium/Director of the President's Office shall provide the President with appropriate ongoing and timely information about disclosures that have been made and their resolution.

The Executive Committee of Collegium shall receive an annual report of any disclosures made, their resolution, and any mitigation steps taken as a result of such disclosures.

11. Alternate policies

Alternate policies may include but are not limited to the following:

- Grievance procedures in Collective Agreements
- Privacy Policy
- Student Code of Conduct
- The University of St. Michael's Statement of Adoption of the University of Toronto Policy on Sexual Violence and Harassment
- Workplace Harassment Policy
- Workplace Violence Policy