

Toronto School of Theology Board of Trustees

Whistleblower Policy

Approved by the Board of Trustees December 9, 2019

Toronto School of Theology believes that good and meaningful communication at all levels of the organization promotes a high ethical standard and best practice. To that end representatives of Toronto School of Theology must practice honesty and integrity in fulfilling their responsibilities and in complying with all applicable laws and regulations. With this in mind, Staff, members of the Board, Donors and Volunteers are encouraged to raise genuine concerns without the fear of reprisals or consequences.

PURPOSE

The purpose of this Whistleblower Policy is to provide direction to all Staff, Board of Trustees and others regarding the process of communication concerns with respect to issues of honesty and integrity, and, in particular, of questionable financial or operations matters. The Whistleblower Policy is intended to encourage and enable Staff, members of the Board of Trustees and others to raise serious concerns internally so that Toronto School of Theology can address and correct inappropriate conduct and actions.

TERMINOLOGY and RESPONSIBILITY

1.0 Definitions

The School – “School” refers to Toronto School of Theology

The Whistleblower – “Whistleblower” is meant to be any current or former member of the Board of Trustees, staff, donors or any volunteer who has reported a whistleblower incident.

Whistleblower Incident – “Whistleblower Incident” is defined as a concern related to issues of honesty and integrity within the School and in particular, issues relating to financial or operational matters.

For greater clarity, Whistleblower Incidents are intended to include, but are not limited to the following:

- Breach of legal obligations, rules, regulations or policy;
- Endangerment of health and safety;
- Gross mismanagement or omission or neglect of duty;
- Abuse of authority;
- Mismanagement in the use or failure to use funds, including, inappropriate recording or reporting of revenues and expenses, or lack thereof;
- Inappropriate classification or presentation of assets and/or liabilities;
- Breach of fiduciary duty and/or abuse of trust;
- Concealment of any of the above or any other breach of this policy.

2.0 Authority

Overall authority for this policy rests with the School's Director. The Director shall have specific responsibility to facilitate the communication and operation of this policy, including appropriate training and review. All those named above are responsible for the success of the policy and should ensure that they take the actions required to make the policy effective and of optimal value to the School.

PROCESS

3.0 Whistleblower Incident Communications Process

- 3.1 The Whistleblower should immediately communicate a Whistleblower Incident as soon as the Whistleblower becomes aware of such a situation, or as soon as possible so that timely action can be taken. (refer to section 5).
- 3.2 Whistleblower Incidents shall be communicated using the School's prescribed procedures for the submission of a Whistleblower Incident, as the case may be from time to time.
- 3.3 A report of a Whistleblower Incident is to be submitted in writing (by mail, fax, and email)
- 3.4 All reported Whistleblower Incidents shall be treated in a confidential and sensitive manner.

4.0 Protection of the Whistleblower

- 4.1 The School will honour a request to withhold the identity of the Whistleblower, but does not encourage anonymous reporting as proper investigation may prove impossible without the opportunity to substantiate allegations by obtaining further facts and information and confirming in good faith. A signed complaint facilitates appropriate reporting and follow up.
- 4.2 The identity of the Whistleblower shall not be disclosed without the express permission of the Whistleblower, save and except in those circumstances where the nature of the disclosure and/or the resultant investigation make it necessary to disclose identity (for example, legal investigations or proceedings). In such cases, all reasonable steps shall be taken to protect the Whistleblower from detriment as a result of having made a disclosure.
- 4.3 The Whistleblower will not be discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against as a result of communicating a genuine Whistleblower Incident. Any School employee found to be in violation of this policy (i.e. continued harassment of the Whistleblower) may be subject to incremental discipline including termination of employment.
- 4.4 The School will not protect a Whistleblower who intentionally makes false accusations in the reporting of a Whistleblower Incident.

PROCEDURES

5.0 Whistleblower Incident reporting procedures

- 5.1 The School has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor.

Accordingly, Whistleblower Incidents should first be reported to the supervisor of the Whistleblower and in turn reported to the School's Director or, if otherwise received, shall be forwarded immediately and confidentially to the Director. The Director shall immediately, advise the Chair of the Board of Trustees, and shall be otherwise responsible for compliance with this policy.

- 5.2 Once received, the submission is assessed by the Director and a recommendation on investigation protocol is sent to the Chair of the Board. Consensus is reached and then the appropriate action and investigation commences, involving appropriate levels of management and the Board dependent on the scope and severity of the incident reported. The Director, in consultation with the Board Chair may, in the sole discretion of the Director, refer any Whistleblower Incident for review by an independent third party previously approved by the School Board.
- 5.3 As may be warranted by extenuating circumstances including any Whistleblower Incidents involving the Director, the Board Chair or any member of the Board, a Whistleblower Incident shall be immediately referred directly to two Board standing Committees Chairpersons, who are not directly involved in the reported incident. (The list of the Board's standing committees with its membership is available on the TST website).
- 5.4 For each reported Whistleblower Incident, a detailed report will be prepared for the Officers and for the Finance and Audit Committee of the Board of Trustees, which may include the name of the Whistleblower and all other information as deemed appropriate. Any recommended actions shall be approved by them.
- 5.5 Whistleblower Incidents shall be communicated and resolved using the School's prescribed procedures. Each Whistleblower Incident will be treated with confidentiality and due care. Every effort shall be made to resolve the issue through internal processes and procedures, however, under some circumstances, as decided by Officers of the Board of Trustee and/or Finance and Audit Committee, external resources may be consulted and used for investigations.

APPLICABILITY

This policy applies to all current and former Board members, Staff, Volunteers and Donors of the School.