

## Introduction

- There will be timely and professional responses to all disclosure reports received, which are believed to have been made in good faith, and to any resulting subsequent investigations.
- Responsibilities will be clearly assigned for the initial review and evaluation of the disclosure report, subsequent investigation of the allegations where appropriate, determination of whether or not wrongdoing has occurred, recommendations for corrective actions and measures where wrongdoing is determined, and reporting the outcomes/results of investigations in accordance with established protocols.
- The University of Saskatchewan's Safe Disclosure Policy, and related guidelines and procedures are intended to enhance and support other university policies, guidelines and procedures. Existing internal protocols and channels will continue to be available to university members to report allegations of suspected wrongdoing and improper activities.

## Principles

- Investigations will be conducted in accordance with the principles of natural justice and due process, consistent with existing university policies.
- All members of the university have the opportunity to disclose evidence of wrongdoing or other irregularity without fear of reprisal.
- Confidentiality, privacy, discretion, sensitivity, fairness and impartiality will be maintained throughout the investigation process, to the fullest possible extent.

## Responsibilities

- Senior Administrators (University President, Vice-Presidents, and Associate Vice-Presidents), Deans, Directors, Department Heads, Managers and Safe Disclosure Officers (hereafter referred to as *University Officials*) have a responsibility to take prompt, effective action to address reported allegations of wrongdoing.
- The Safe Disclosure Officers, or other university member to whom a disclosure is made, shall notify the appropriate university official, as detailed in the table below, and in accordance with the supporting university policies, procedures and guidelines, who shall be responsible to determine when a formal investigation will occur, and to appropriately direct and oversee any resulting investigation:

<b>Alleged Wrongdoing</b>	<b>Applicable University Policy, Procedures and Guidelines</b>	<b>Responsibility for Internal Investigation</b>
Fraud or other financial irregularity	Fraud Deterrence Policy Safe Disclosure Policy and Operating Guidelines	Audit Committee of the Board of Governors; University Auditor
Conflict of Interest	Conflict of Interest Policy	Senior Administrator of the corresponding College or Unit; or the University Secretary
Theft, Break and Enter, Vandalism, Violence or Threat of Violence	Violence Prevention Policy and Procedures.	Director of Protective Services
Academic Misconduct	Policy on Student Discipline and Regulations on Student Academic Misconduct	Dean/Director of the College/School offering the associated course
Non-Academic Misconduct	Policy on Student Discipline, Standard of Student Conduct in Non-Academic Matters, and Procedures for Resolution of Complaints and Appeals	University Secretary
Discrimination or Harassment	Discrimination and Harassment Prevention Policy and Procedures	Dean or Senior Administrator of the corresponding College or Unit.
Unethical Conduct in Research	Responsible Conduct of Research Policy; Procedures for Addressing Allegations of Breaches of the Responsible Conduct of Research Policy	Associate Vice-President of Research
Unethical Conduct: Non- Research		Dean or Senior Administrator of the corresponding College or Unit; University Secretary
Violation of Health, Safety or Environmental Regulations/Legislation	Workplace Safety and Environmental Protection Policy	Director of Safety Resources