



## AFSC WHISTLEBLOWER PROTECTION PROGRAM – FACT SHEET

### Why is this important?

The Whistleblower Protection Program was created to preserve the AFSC reputation; a reputation that is built on public trust and confidence. AFSC is proud of its strong character, and remains committed to preserving this trust. This requires that every AFSC employee act with integrity and does the “right thing.” **AFSC wants its employees to be proud of this organization.**

If one suspects an act of wrongdoing that could damage the AFSC reputation or harm employees, property or the environment, this program is the place to turn to. Because employees and what is reported can remain anonymous and confidential, the program enables AFSC employees to speak up about something wrong in an easy, safe and secure way.


### Why now?

AFSC is committed to conducting its affairs to the highest standards of ethics, integrity, honesty, fairness and professionalism, and in accordance with the principles of procedural fairness and natural justice. This commitment is clearly demonstrated, as AFSC has had a Safe-Disclosure report mechanism in place since 2004. In 2013 the government of Alberta introduced the Public Interest Disclosure Act (PIDA), which sets forth the regulatory requirements for whistleblower programs within Alberta. This Act applies to the Government of Alberta and all public entities, including agencies, boards and commission, and crown corporations. Legislative changes to PIDA through Bill 11: Public Interest Disclosure (Whistleblower Protection) Amendment Act, received Royal Assent on June 7, 2017 with proclamation on March 1, 2018. Amendments to the Act will impact how AFSC manages and investigate disclosures, give advice to employees, and educate staff on AFSC’s Whistleblower Protection Policy.

### What is AFSC Whistleblower Protection?

The purpose of AFSC’s Whistleblower Program is:


- To establish and maintain whistleblower policies and procedures that comply with PIDA;
- To promote ethical behavior by AFSC employees, managers and staff members. Every employee, manager and staff member is expected to perform his or her duties with the utmost integrity, and to conduct themselves honestly, ethically and with the highest degree of professionalism;

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- To deter and detect improper activity within AFSC to positively impact the reputation, effectiveness and finances of AFSC, and enhance the working environment for employees, managers and staff members;
  - To provide clear guidance for the safe disclosure of any improper activity occurring within AFSC;
  - To protect from retaliatory action any employee, manager, staff member or other individual, who in good faith discloses improper activity occurring within AFSC. Protection from retaliation is also known as “whistleblower” protection.

### How does the Whistleblower Protection Program work?

AFSC has retained ClearView Connects™ to support the Disclosure process. ClearView Connects™ built a program to provide for complete anonymity to those who disclose concerns or make a disclosure of wrongdoing under this program. If an employee, manager, staff member or member of the public utilizes the telephone hotline (1-877-685-9317), ClearView Connects™ will answer the hotline twenty-four hours a day, seven days a week and 365 days per year; disclosures can also be submitted online. When you submit a report via the web visiting [www.clearviewconnects.com](http://www.clearviewconnects.com), or by speaking to a Clearview hotline agent, you receive a secure ID and password that will allow you to check the status of your report or provide additional information, while maintaining anonymity. Your report will be distributed to the Chief Officer and Designated Officer for assessment.

An employee, manager, or staff member has the option of reporting disclosures to directly to the Public Interest Commissioner in the first instance. An employee, manager or staff member may make a Disclosure of Wrongdoing anonymously to the Public Interest Commissioner. Employees may make disclosure of wrongdoings directly to the Commissioner by phone at 1-855-641-8659, or by using the online web-form available at [www.yourvoiceprotected.ca](http://www.yourvoiceprotected.ca).



### What Should You Report?

AFSC employees should report anything that constitutes wrongdoing. PIDA defines wrongdoing as:

- A contravention of a provincial or federal Act or regulation;
- An act or omission that creates a substantial and specific danger to the life, health, or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, manager or staff member;
- An act or omission that creates a substantial and specific danger to the environment;

- Gross mismanagement, including an act or omission that is deliberate and that shows a reckless or willful disregard for the proper management of:
  - (i) public funds or a public asset,
  - (ii) the delivery of a public service, including the management or performance of
    - (A) a contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and
    - (B) the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,
  - (iii) employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation;
- A wrongdoing prescribed in the regulations;
- Knowingly directing or counselling an individual to commit a Wrongdoing mentioned above; and
- An allegation of any of the above.

