



**POLICY:**

**REGULATION: GBCB – DISCLOSURE**

**EXHIBIT:**

1. Employees and volunteers must notify the Superintendent or Human Resources Consultant that they are under investigation by police or that they have been accused of an offence as follows:

<i><b>TYPE OF OFFENCE</b></i>	<i><b>OBLIGATION</b></i>
On-duty conduct leading to investigation or charges under any Act	Notify immediately
Off-duty conduct leading to investigation or charges under the Criminal Code of Canada or a drug related offence under any federal statute	Notify Immediately
Off-duty conduct leading to investigation or charges under any other Act.	Assess potential impact or impact on the Division and notify the Superintendent or Human Resources Consultant. If in doubt, consult the Superintendent or the Human Resources Consultant.

An employee who fails to disclose an alleged offence that impacts Seine River School Division will be subject to disciplinary action. Volunteers will be removed from their position immediately.

2. The Superintendent or Human Resources Consultant will conduct an investigation to determine the facts to assess the impact and consult with Division Office to determine the appropriate action. The Division will share the information with as few individuals as possible under the circumstances, and will make every effort to keep the information as confidential as possible under the circumstances.

APPROVED:

REVISED: August 2006

SOURCE:

OTHER REFERENCE: