



REPORT

Policy Committee

- *Minutes of the Policy Committee meeting January 21, 2014.*

Resolutions:

- *That the Rainy River District School Board approve the following policies for stakeholder consultation:
3.86 Code of Conduct for Employees
3.75 Workplace Harassment and Violence Prevention
3.33 Occupational Health and Safety*
- *That the Rainy River District School Board approve the following policy for stakeholder consultation:
8.45 Fraud Prevention and Management*
- *That the Rainy River District School Board rescind the following policy:
3.76 Workplace Violence Prevention*



**Policy Committee Minutes
Education Centre
January 21, 2014 – 9:30 a.m.**

COMMITTEE MEMBERS PRESENT: Dianne McCormack, David Kircher, Ralph Hill, Michael Lewis (teleconference)

REGRETS: Earl Klyne, Bill Daley

STAFF: Heather Campbell, Director of Education; Ann Cox, Manager of Human Resources, Laura Mills, Superintendent of Business, Kathie Zatulsky, Recording Secretary

1. Call to Order

Trustee Dianne McCormack called the meeting to order at 9:30 a.m.

2. Approval of Agenda

It was suggested that policy feedback be reviewed first, followed by policies deferred from the previous meeting. As well, it was suggested that the Purchasing Policy be reviewed after the Fraud Management Policy. The Committee was in agreement. The agenda was approved as amended.

3. Disclosure of Conflict of Interest

There was no conflict of interest declared.

4. Confirmation of Minutes

The minutes of the December 16, 2013 meeting were approved.

5. New Business / Reports

a) Policy Feedback

3.86 Code of Conduct for Employees

There was no feedback was received from stakeholders. As the Code of Conduct for Employees makes reference to conflict of interest, it was asked if there was anything written in policy that addresses conflict of interest for volunteers. The Director of Education will look into it.



Revisions were noted.

The Committee recommended that Policy 3.86 be presented to the Board for approval.

6.10 Community Use of School Facilities and Grounds

There was no feedback received from stakeholders.

There was discussion about the need for additional language to address community use of a school facility that is approved and later found to be inappropriate due to the nature of the activity. A suggestion was made that language be added that gives the Board the right to restrict or limit use of the facility at any time. The Committee requested that the Director of Education research the use of additional language further, and report to the Committee before presenting to the Board for final approval. Further, there was discussion about prolonged and regular use of a school facility. It was agreed that the Facility Partnerships Policy be reviewed with the Community Use of School Facilities and Grounds Policy at the next meeting.

3.33 Occupational Health and Safety

There was no feedback received from stakeholders.

There was discussion regarding additional language on safety training. It was noted that the training is the responsibility of the supervisor and that this is a legal responsibility which is outlined in guideline 1.4 of the policy and in the *Occupational Health and Safety Act*.

It was recommended Policy 3.02, Progressive Discipline for Employees be added as a cross reference. There were no other changes noted.

The Committee recommended that Policy 3.33, Occupational Health and Safety, be presented to the Board for approval.

3.75 Workplace Harassment/3.76 Workplace Violence Prevention

There was no feedback received from stakeholders.

The Committee reviewed the policy and revisions were made.

It was noted that although Policy 3.75, Workplace Harassment and Policy 3.76, Workplace Violence Prevention were combined into one policy titled Workplace Harassment and Violence Prevention, the Board Procedures must remain separate.



The Committee recommended that Policy 3.75, Workplace Harassment and Violence Prevention be presented to the Board for approval.

2.10 Advertising and/or Distribution of Materials in Schools and on Board Property

There was no feedback received from stakeholders. Revisions were noted.

The Committee recommended that Policy 2.10, Advertising and/or Distribution of Materials in Schools and on Board Property be presented to the Board for approval.

6. Business Arising from the Minutes

8.45 Fraud Management

The Committee reviewed Policy 8.45, Fraud Management which was initiated by the Board's Audit Committee. The Audit Committee recommended that this policy be developed to ensure consistent and effective investigation, reporting and disclosure of fraud occurrences within the Board.

The Committee agreed that the name of the policy should be changed to *Fraud Prevention and Management*.

Revisions to the policy were made. There was discussion regarding guidelines to address communication of investigations to the public in a timely manner. Following discussion it was recommended that Policy 2.05, Communication be brought forward to the Committee for review to ensure that this is addressed.

It was agreed that Policy 2.05, Communication should be added as a cross reference in the Fraud Prevention and Management Policy.

The Committee recommended that Policy 8.45, Fraud Prevention and Management be presented to the Board for stakeholder consultation.

The following policies were deferred to the next Policy Committee meeting for review:

- 8.09 Purchasing / 8.10 Contracted Services
- 1.19 Audit Committee

Heather Campbell
Director of Education



Michael Lewis
Chair

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Recommendation:

“That the Rainy River District School Board approve the following policies”:

3.86 Code of Conduct for Employees

3.75 Workplace Harassment and Violence Prevention

3.33 Occupational Health and Safety

2.10 Advertising and/or Distribution of Materials in Schools and on Board Property

“That the Rainy River District School Board approve the following policy for stakeholder consultation”:

8.45 Fraud Prevention and Management

“That the Rainy River District School Board rescind the following policy”:

3.76 Workplace Violence Prevention

7. The next Policy Committee meeting is scheduled for February 25, 2014 at 9:30 a.m.
8. The meeting adjourned at 12:30 p.m.

<i>Rainy River District School Board</i>	SECTION 8 <i>Finance</i>
FRAUD PREVENTION AND MANAGEMENT	8.45

**FEEDBACK TO BE RECEIVED
 BEFORE
 FEBRUARY 21, 2014**

POLICY

The Rainy River District School Board will maintain a system of internal controls designed to prevent, detect, investigate, and report instances of fraud.

RATIONALE

Fraud and the material misstatement of financial information can have a significant adverse effect on the Board’s ability to achieve its overall goals and objectives and to maintain public trust. The Rainy River District School Board is committed to protecting its assets and reputation.

IMPLEMENTATION

This policy applies to trustees, employees, and volunteers. This policy may also apply to persons or organizations external to the Board who attempt and/or perpetrate fraud against it.

As per Fraud Prevention and Management Procedure 8.45

GUIDELINES

- 1.1 The Director of Education, in collaboration with the Superintendent of Business, shall maintain procedures required to implement this policy and provide an annual report to the Audit Committee on the implementation of this policy.
- 1.2 The Board will provide the necessary information and training to ensure that staff is familiar with fraud, and its prevention and detection.
- 1.3 In the event that fraud has occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board’s insurers.
- 1.4 When an investigation substantiates that an employee or a trustee is guilty of fraud, appropriate disciplinary action shall be taken, up to and including dismissal. In the event of criminal misconduct, the police shall be notified, as appropriate.
- 2.0 **Duty to Report**
- 2.1 All individuals have a duty to report any act of fraud that is detected or suspected.
- 2.2 Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor.
 - a) If the employee has reason to believe that the employee’s supervisor may be involved,

the employee shall immediately notify the appropriate school or department supervisor.

- b) Members of the public with suspicions of fraud are encouraged to report their suspicions to the Director of Education, or as outlined in the section 5.0 of this policy.

3.0 Protection from Reprisal for Reporting (Whistle-Blower Protection)

- 3.1 In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a fraud or questionable financial practices.
- 3.2 The Board shall make every effort to ensure that an individual, who in good faith, reports under this policy, and/or who act as witnesses in any subsequent investigation, is protected from harassment, retaliation or adverse employment consequence.
- 3.3 Anyone who retaliates against someone who has acted in good faith is subject to discipline, up to and including dismissal.
- 3.4 An individual who makes a report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.

4.0 Investigation

- 4.1 The Director of Education shall ensure that all allegations of fraud will be investigated, provided there are reasonable grounds. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such investigation.
- 4.2 The Director of Education or designate shall inform the Chair of Audit Committee of the alleged or suspected fraud.
- 4.3 Employees shall fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available during the course of the investigation.
- 4.4 All participants in a fraud investigation shall keep the details and results of the investigation confidential.

5.0 Allegations of Fraud by Senior Administration and/or Trustees

- 5.1 Where a member of Senior Administration is suspected of fraud, the employee or member of the public shall notify the Director of Education directly.
- 5.2 Where the Director of Education is suspected of fraud, the employee or member of the public shall notify the Chair of the Board and/or the Regional Internal Audit Manager directly.

- 5.3 Where a Trustee is suspected of fraud, the employee or member of the public shall notify the Director of Education and/or the Regional Internal Audit Manager directly.
- 5.4 The Regional Internal Audit Manager will assume the primary responsibility for all investigations of Senior Administration and/or Trustees.

Definitions:

Fraud is the deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves willful misrepresentation or deliberate concealment of material facts.

Types of fraud may include, but are not limited to, the following:

- Forgery or alternation of cheques or other banking documents and records;
- Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time;
- Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements;
- Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes;
- Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board;
- The unauthorized use of Board money, property, resources or authority for personal gain or other non-Board related purposes;
- Misuse or abuse of authority in the context of purchasing goods or services;
- False claims for grants, contributions or any program/service payments, including refunds and rebates;
- Seeking or accepting anything of material value from vendors in violation of conflict of interest provisions in the Rainy River District School Board Purchasing Policy 8.09.

<p style="text-align: center;"><u>CROSS REFERENCE</u></p> <p>Procedure 8.40 Fraud Prevention and Management</p> <p>Policy 2.05 Communication</p>	<p style="text-align: center;"><u>Date Approved</u></p> <p style="text-align: center;"><u>Board Motion</u></p> <p style="text-align: center;"><u>Review Prior to</u></p>	<p style="text-align: center;"><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p>
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