

Procedure

Safe Reporting

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Purpose

Establishes expectations for how individuals may request advice and disclose Wrongdoing at BCLC under the *Public Interest Disclosure Act* (PIDA), British Columbia, and how to report other Misconduct. Expectations for how BCLC will respond are also outlined.

Scope

This procedure applies to all current and former employees and directors of the BCLC Board (Board Directors). Application of this procedure to Contractors is restricted as outlined below. This procedure does not apply to other external persons. BCLC players and members of the public may instead contact BCLC to report concerns by [email](#) or telephone (1-866-815-0222).

This procedure applies to:

- Disclosures of Wrongdoing and requests for Advice about Disclosures of Wrongdoing as defined in PIDA; and
- Reports of Misconduct that may not meet the definition of Wrongdoing under PIDA and requests for Advice about Reports of Misconduct.

Under PIDA, only current and former employees or Board Directors may request Advice about or make a [Disclosure of Wrongdoing](#). Disclosures made by other individuals are not covered under PIDA and Contractors are not permitted to make a Disclosure. However, current and former Contractors may instead report matters that may constitute Wrongdoing through BCLC's process for making a [Report of Misconduct](#), as outlined in this procedure. The application of this procedure to Contractors is therefore restricted to those aspects relating to Reports of Misconduct.

This procedure does not apply to routine operational issues or employment disputes involving purely individual or team interests that are unlikely to qualify as Wrongdoing or Misconduct. Employees should utilize BCLC's [Dispute Resolution Procedure](#) to express and resolve concerns about working conditions or differences in opinions concerning the application or interpretation of BCLC policies, procedures, or employment-related decisions affecting them.

This procedure applies to requests for Advice and Disclosures made internally. This procedure does not address how to request Advice from, make a Disclosure to, or how an investigation is carried-out by B.C.'s Ombudsperson, who has distinct PIDA roles and procedures.

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Context

This procedure is governed by BCLC's Safe Reporting Policy (the Policy) and direction in this procedure related to Disclosures of Wrongdoing is also governed by PIDA. PIDA provides a clear process for voluntarily disclosing concerns about Wrongdoing occurring or about to occur at a public body, as well as direction on the management and investigation of Disclosures and it provides legal protection from Reprisal. Additional direction on Reprisal protections is outlined within the Policy. This procedure is intended to fulfil the chief executive's responsibilities listed under section 9 of PIDA. BCLC's Chair of the Board of Directors (the Board Chair) is designated as the chief executive of BCLC for the purposes of PIDA.

This procedure supplements other corporate policies, which continue to apply, including but not limited to the Standards of Ethical Business Conduct, Respectful Workplace Policy, Occupational Health and Safety Policy, or the Privacy Management and Accountability Policy. This procedure does not supersede other mechanisms set out by BCLC and does not preclude an individual from reporting a concern through other available reporting structures, including issues of discrimination, bullying and harassment or occupational health and safety matters.

In the event of difficulty interpreting whether a matter meets the definition of Wrongdoing under PIDA or in interpreting the provisions of this procedure and other mechanisms set out by BCLC, employees and Board Directors are highly encouraged to seek Advice in accordance with the provisions of this procedure and to follow this procedure when disclosing Wrongdoing, to trigger protection through PIDA, where available.

Reporting a Wrongdoing under PIDA does not satisfy other legally mandated reporting requirements that may apply. PIDA does not affect other protections found in other B.C. laws, such as the *Freedom of Information and Protection of Privacy Act* (FIPPA), British Columbia.

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CONTACT INFORMATION FOR DESIGNATED OFFICERS

Contact Information for Disclosures of Wrongdoing

BCLC's Designated Officers are responsible for receiving Disclosures that are made internally and for providing advice to employees and Board Directors who are considering making an official disclosure under PIDA, in accordance with the procedures below. A Designated Officer may be contacted as follows for advice about or to Make a Disclosure of Wrongdoing:

Website:

www.integritycounts.ca/org/bclc

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Telephone:

Chief Compliance Officer: 604-228-3220

Chief People Officer: 250-828-5587

Mail:

Safe Reporting

PO Box 91880

West Vancouver, BC V7V 4S4

Disclosures made through the website or mail are received by BCLC's Corporate Secretary who will direct the Disclosure to an Executive Designated Officer or Board Designated Officer as outlined in the Policy.

Contact Information for Reports of Misconduct

The Policy also assigns responsibility to BCLC's Designated Officers for providing advice and receiving Reports of other Misconduct that does not amount to Wrongdoing under PIDA.

A Designated Officer may be contacted as follows for advice about or making a Report of Misconduct:

Website:

www.integritycounts.ca/org/bclc

Telephone:

Chief Compliance Officer: 604-228-3220

Chief People Officer: 250-828-5587

Mail:

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PO Box 91880

West Vancouver, BC V7V 4S4

The following additional method may be used to make a Report through BCLC's Safe Reporting Advisor. The Safe Reporting Advisor is a third party contracted by BCLC to receive, document and forward information regarding each Report to BCLC:

Safe Reporting Hotline: 1-866-921-6714

Reports made through the website, mail, or Safe Reporting Hotline are received by BCLC's Corporate Secretary who will direct the Report to an Executive Designated Officer or Board Designated Officer as outlined in the Policy.

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Confidentiality and Security Considerations

Please be advised that using a BCLC device, network, or email account to transmit a request for Advice or a Disclosure or Report is not a secure or anonymous means of transmission. Instead, Disclosers and Reporters may wish to use a personal or third-party device, network, or email account of their choice. It is recommended that Disclosers and Reporters avoid use of email or voicemail as a method to request Advice or submit a Disclosure or Report, as these may be monitored by employees other than the Designated Officers and/or may not be received due to BCLC's email security measures.

PRIVACY NOTICE

Personal Information is collected by supervisors and Designated Officers (or their delegates) in accordance with FIPPA and other Applicable Law, and will be used, disclosed and stored by BCLC and its service providers¹ inside and outside of Canada to assess, investigate and respond to allegations of Wrongdoing made under section 9(2)(d) of PIDA or Reports of Misconduct pursuant to the Policy. Disclosers or Reporters who have any questions about the collection of Personal Information should contact BCLC's Designated Officer (see [Contact Information for Designated Officers](#)). Designated Officers, supervisors, and Disclosers may collect, use, and disclose Personal Information only to the extent authorized under FIPPA, PIDA², the Policy, this procedure, and BCLC's [Privacy Management and Accountability Policy](#).

REQUESTING ADVICE

Acceptable Advisers

A Discloser or Reporter who is considering making a Disclosure or a Report, or has concerns about Reprisal after making a Disclosure or Report, may request Advice from³:

- an external lawyer retained by the employee at their expense*;
- their supervisor or a manager in their chain of command;
- a Designated Officer; or
- the Ombudsperson (only for Advice requested by a Discloser related to PIDA).

** BCLC will accommodate an Individual's cultural, accessibility or other personal needs in accordance with BCLC's [Diversity, Inclusion and Belonging Policy](#).*

Disclosers and Reporters who seek Advice from the listed individuals are protected from Reprisal under the Policy.

¹ "service provider" has the meaning ascribed to it in Schedule 1 of FIPPA and, as of the date of this procedure, means a person retained under a contract to perform services for a public body.

² PIDA, s. 5, 6, and 9(2)(d)

³ PIDA, s. 11(1) and s. 31(4)

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Ambiguous Requests

Disclosers are encouraged to specify that they are requesting Advice about making a public interest disclosure for greater certainty that the Discloser will receive protection from Reprisal under PIDA.

Reporters are also encouraged to specify that they are requesting Advice about making a Report pursuant to the Policy, for greater certainty that the Reporter will receive protection from Reprisal under the Policy.

Supervisors and Designated Officers should clarify that a request for Advice is being made under PIDA in cases where there is ambiguity (as opposed to a request for Advice regarding a Report of Misconduct or advice under BCLC's Standards of Ethical Business Conduct or other policy).

Recording Requests for Advice

A supervisor or a Designated Officer may require that a request for Advice be made in writing⁴.

Supervisors and Designated Officers must:

- provide Disclosers with Advice in writing; and
- maintain a written record of requests for Advice and the Advice provided.

MAKING DISCLOSURES AND REPORTS

Making a Disclosure of Wrongdoing

This section outlines the process and requirements for employees and Board Directors who Disclose Wrongdoing in accordance with the Policy and PIDA.

Individuals Entitled to Disclose

The following individuals may make a Disclosure under PIDA:

- current Board Directors;
- former Board Directors;
- current BCLC employees; and
- former BCLC employees.

⁴ PIDA, s. 11

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Disclosures made by other individuals, such as Contractors, are not covered by PIDA. They should instead be brought forward under the procedures below for [Making a Report of Misconduct](#).

Other internal mechanisms may be used if a Disclosure is made in accordance with this procedure and, upon initial assessment, it cannot be substantiated that the Discloser is entitled to disclose under PIDA (see [Investigations Under Other Policies or Law](#)). In this case, the Discloser will remain protected from Reprisal under PIDA.

Acceptable Recipients of Disclosures

Disclosers may make a Disclosure to any or all of the following⁵:

- their supervisor or a manager in their chain of command;
- a BCLC Designated Officer; or
- the Ombudsperson.

Where an Executive Designated Officer or Board Designated Officer receives a Disclosure directly, the Designated Officer must notify the Corporate Secretary that a Disclosure has been received, for the purposes of reporting as outlined in the Policy.

Disclosers who make a Disclosure to one of the above listed individuals are protected from Reprisal under PIDA. Disclosures made to other individuals are not covered under PIDA. Disclosures should not be made to an individual where there is reasonable belief that the individual is the subject of an allegation.

Disclosers may make public Disclosures in limited circumstances (see [Matters Involving Imminent Risk of Danger](#)).

Former employees and Board Directors are encouraged to Disclose to a Designated Officer or the Ombudsperson due to organizational changes at BCLC that they may be unaware of.

Acceptable Disclosures

Allegations of Wrongdoing, as defined in section 7(1) of PIDA and in the Definitions section below, are covered under this section. For clarity, not all Misconduct constitutes Wrongdoing or will satisfy the threshold for “serious”. Allegations of Misconduct that do not constitute Wrongdoing should be brought forward in accordance with the process below for [Making a Report of Misconduct](#) or under other BCLC policies and procedures (for example, the Respectful Workplace Policy and Procedure).

⁵ PIDA, s. 12(1)

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Other internal mechanisms may be used if a Disclosure is made in accordance with this procedure and, upon initial assessment, it is determined the allegation would not constitute Wrongdoing if proven (see [Investigations Under Other Policies or Law](#)). In this case, the Discloser will remain protected from Reprisal under PIDA.

Disclosures may be made, in good faith, about Wrongdoings that a Discloser reasonably believes to have occurred or is about to occur⁶. Disclosers may not be protected from Reprisal under PIDA where a Disclosure is not made in good faith⁷.

Disclosures may be made about Wrongdoings that occurred before PIDA was in force, as long as the Wrongdoing occurred or the Discloser learned of the Wrongdoing during their employment or appointment.

Required Information for Disclosures

Disclosures must include the following information, if known:

- a description of the Wrongdoing;
- the name(s) of the individual(s) alleged:
 - to have committed the Wrongdoing, or
 - to be about to commit the Wrongdoing;
- the date(s) of the Wrongdoing;
- whether the information or conduct being disclosed relates to an obligation under another enactment and, if so, a reference to the enactment; and
- whether the Wrongdoing has already been disclosed under PIDA or another enactment and if applicable, the name of the individual to whom the Disclosure was made and the response, if any, that has been received⁸.

Submitting Disclosures

Disclosures must be made in writing⁹.

Disclosers are encouraged to use BCLC's online [PIDA disclosure form](#) to submit a Disclosure internally, which BCLC's Corporate Secretary will receive and direct to an Executive Designated Officer or Board Designated Officer, in accordance with the Policy, to be managed. If this form is not used, a Disclosure may be hand delivered or sent by mail. Disclosers are encouraged to note that they are making a Disclosure under PIDA to receive protection from Reprisal, and to ensure that their Disclosure includes the required information.

⁶ PIDA, s. 12(1)

⁷ PIDA, s. 31(1) and 31(3)(b)

⁸ PIDA, s. 15

⁹ PIDA, s. 15

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For challenges or risks that may arise if submitting a Disclosure by email, refer to [Confidentiality and Security Considerations](#) above.

If an initial Disclosure is not made in writing, the receiving supervisor or Designated Officer will require the Discloser to follow-up with a written Disclosure or they may assist the Discloser to document their Disclosure using BCLC's online disclosure form.

Submitting a Disclosure to the Ombudsperson

Disclosers may choose to submit a Disclosure to the Ombudsperson's Office, which the Ombudsperson will manage externally. Disclosers are not required to follow any of the internal processes outlined in this procedure before contacting the Ombudsperson. Disclosers may find instructions for [how to report a Wrongdoing](#) on the Ombudsperson's website.

Matters Involving Imminent Risk of Danger (Public Disclosures)

PIDA affords protection to Disclosers who may wish to make a public Disclosure where they "reasonably believe that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons, or the environment".¹⁰ Before making a public Disclosure, the Discloser must consult with and receive direction from a prescribed Protections Official¹¹.

Disclosers must not make a public Disclosure if a Protection Official directs them not to make the Disclosure public. The protections for Disclosers under PIDA may not apply to Disclosers who do not follow the Protection Official's Advice.

There are several limits on the kind of information a Discloser can share when making a public Disclosure. Disclosers must not share information¹²:

- subject to a restriction under an enactment of BC or Canada, including but not limited to information that a Discloser is prohibited from sharing under a statutory oath or any statute or other regulation;
- protected by solicitor-client privilege;
- protected by any common law rule of privilege;
- subject to public interest immunity, including cabinet privilege; or
- that is Personal Information unless sharing it is necessary to making a public Disclosure and otherwise complies with Applicable Law.

¹⁰ PIDA, s. 16(2)

¹¹ PIDA, s. 16(1)

¹² PIDA, s. 5(2)

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Immediately after making a public Disclosure, a Discloser must:

- advise their supervisor or a Designated Officer about the public Disclosure; and then
- make a Disclosure in accordance with this procedure.

Making a Report of Misconduct

This section outlines the process and requirements for Reporting Misconduct in accordance with the Policy. Employees, Board Directors or Contractors may also Report Reprisal to BCLC, as outlined in the Policy, by following this same process. This process cannot be used to make a complaint of Reprisal under PIDA. Complaints of Reprisal under PIDA must be made directly to the Ombudsperson.

Individuals Entitled to Report

The following individuals may make a Report of Misconduct:

- current and former Board Directors;
- current and former BCLC employees; and
- current and former Contractors.

Acceptable Recipients of Reports

Reporters may make a Report to any one of the following individuals:

- their supervisor or a manager in their chain of command; or
- a BCLC Designated Officer.

Where an Executive Designated Officer or Board Designated Officer receives a Report directly, the Designated Officer must notify the Corporate Secretary that a Report has been received, for the purposes of reporting as outlined in the Policy.

Reporters who make a Report to one of the above listed individuals are protected from Reprisal by BCLC, as outlined in the Policy. Reports should not be made to an individual where there is reasonable belief that the individual is the subject of an allegation.

Former employees and Board Directors are encouraged to Report to a Designated Officer due to organizational changes at BCLC that they may be unaware of.

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Reports may be made, in good faith, about Misconduct that a Reporter reasonably believes to have occurred or is about to occur. Reporters may not be protected from Reprisal under the Policy where a Report is not made in good faith.

Reports may be made about Misconduct that occurred during the Reporter's employment, appointment or contract with BCLC or that the Reporter learned of during their employment, appointment or contract with BCLC.

Required Information for Reports

Reports must include the following information, if known:

- a description of the Misconduct;
- the name(s) of the individual(s) alleged to have committed the Misconduct or to be about to commit the Misconduct; and
- the date(s) of the Misconduct.

Submitting a Report

Reporters are encouraged to submit a Report using BCLC's:

- [online safe reporting form](#), which BCLC's Corporate Secretary will receive and direct to an Executive Designated Officer or Board Designated Officer, in accordance with the Policy, to be managed, or
- Safe Reporting Hotline to submit a Report that BCLC's Safe Reporting Advisor will receive (see [Contact Information for Reports of Misconduct](#)).

If the online safe reporting form or Safe Reporting Hotline is not used, a Report may be hand delivered or sent by mail (see [Contact Information for Designated Officers](#)).

Reporters are encouraged to note that they are making a Report under the Policy to receive protection from Reprisal.

If an initial Report is not made in writing, the receiving supervisor or Designated Officer will require the Reporter to follow-up with a written Report or they may assist the Reporter to document their Report using BCLC's online safe reporting form. Where the Report is made using the safe reporting hotline, BCLC's Safe Reporting Advisor is responsible to document the Report and forward the Report to the Corporate Secretary.

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Anonymous Disclosures or Reports

Disclosers and Reporters are encouraged to identify themselves in bringing forward a Disclosure or Report. However, Disclosures and Reports may be made anonymously. A Designated Officer will consider anonymous Disclosures only where, through the initial assessment, there is a reasonable basis to believe the Discloser is a current or former Board Director or BCLC employee. Disclosures cannot be considered under PIDA otherwise¹³. Where a reasonable basis cannot be established through the initial assessment, a Designated Officer may, at their discretion:

- close a Disclosure file, or
- bring forward the Disclosure for investigation as a Report of Misconduct in accordance with this procedure, or under another BCLC policy or procedure (for example, the Respectful Workplace Policy).

Disclosers and Reporters who wish to make a Disclosure or Report anonymously should consider providing contact information that will not identify them (for example, an email address that does not include identifiable information), so that a Designated Officer can follow up to obtain more information about the Disclosure as needed. Additionally, they should ensure that they have provided adequate particulars about the allegations to allow a Designated Officer to assess whether the allegations warrant investigation under PIDA or, for Reports of Misconduct, under the Policy and this procedure.

A Designated Officer must not use contact information to deliberately identify a Discloser or Reporter.

Disclosers and Reporters are unable to request anonymity if they include their name or other identifying information in a Disclosure or Report.

Disclosers and Reporters who opt to disclose anonymously should be aware of the following:

- Making an anonymous Disclosure or Report does not mean that their colleagues or BCLC will not suspect who made the Disclosure or Report.
- Without knowing the identity of the Discloser or the Reporter, a Designated Officer cannot conduct a Reprisal risk assessment or take measures to mitigate any risk of Reprisal to the Discloser or Reporter.
- Without contact information that can be used for following up, a Designated Officer may be unable to obtain sufficient information to assess that an employee or Board Director made the Disclosure, or to assess the Disclosure or Report.
- The Discloser or Reporter may not receive information about the conduct of an investigation into the Disclosure¹⁴ or Report, including notice of the investigation, a summary of the results, or notice that a Disclosure has been referred to the Ombudsperson.

¹³ PIDA, s. 1, 2, and 12

¹⁴ PIDA, s. 14(2)

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Multiple Disclosures/Disclosers or Reports/Reporters

If multiple Disclosures are made around the same time regarding the same alleged Wrongdoing or multiple Reports are made around the same time regarding the same alleged Misconduct, a Designated Officer may assess and investigate the Disclosures or Reports together as a single matter.

If multiple Disclosers or Reporters wish to make a Disclosure or Report together (as a group), they may do so by each submitting their own independent Disclosure or Report, as applicable, and referencing each other.

A Designated Officer must not reach out to an individual based on another individual's statement that they wish to be a Discloser or Reporter, for confidentiality reasons. Each Discloser or Reporter in a group must contact the Designated Officer directly so their desire to make a Disclosure or Report together can be verified.

A Designated Officer must not reference or share with Disclosers or Reporters the fact that multiple Disclosures about the same alleged Wrongdoing, or multiple Reports about the same alleged Misconduct, have been made, except if the Designated Officer is able to verify first that:

- each Discloser or Reporter is aware of the others who have made a Disclosure or Report, and
- each Discloser or Reporter wishes to be included in making the Disclosure or Report together.

Each Discloser will have protection from Reprisal under PIDA and each Reporter will have protection from Reprisal as outlined in the Policy. Each Discloser/Reporter will be interviewed separately.

RECEIVING A DISCLOSURE OR REPORT

Designated Officers are responsible for receiving Disclosures and Reports. Managers or supervisors who receive a Disclosure or Report must forward the Disclosure or Report to the Corporate Secretary for allocation to an Executive Designated Officer or Board Designated Officer, as outlined in the Policy (see [Supervisors receiving a Disclosure or Report](#)).

A Designated Officer must confirm receipt of a Disclosure to the Discloser, or receipt of a Report to the Reporter, and advise them in writing that:

- the information related to the Disclosure or Report, including their identity, will be kept confidential unless disclosure is required by Applicable Law; and
- the Discloser or Reporter has a responsibility to keep confidential the information related to the Disclosure or Report, including the identity of Respondents and individuals involved in the Disclosure or Report process.

A Designated Officer must confirm receipt and advise the Discloser or Reporter within the timeframe prescribed in this procedure (see [Timeframes for Managing a Disclosure or Report](#)).

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A Designated Officer must notify the Board Chair that a Disclosure or Report was received unless there are extenuating circumstances that would warrant withholding or delaying notification. For example, notification to the Board Chair may be delayed if there is a potential or actual conflict of interest involving the Board Chair.

Supervisors receiving a Disclosure or Report

Supervisors who receive a Disclosure or Report must forward it as soon as possible to the Corporate Secretary, utilizing the designated website identified above under [Contact Information for Designated Officers](#). This includes all recorded information obtained as a result of receiving a Disclosure or Report. For example, emails, instant messaging, texts, formal correspondence, audio recordings, etc.

Disclosures and Reports must not be forwarded to the Corporate Secretary if the Corporate Secretary is the subject of an allegation. In this case, a Disclosure or Report must be provided directly to another BCLC Designated Officer.

MANAGING DISCLOSURES AND REPORTS

Timeframes for Managing a Disclosure or Report

All Disclosures under PIDA must be managed in a fair, expeditious, and proportionate manner¹⁵ and without unreasonable delay. For this reason, timeframes have been set for completing certain tasks under this procedure, which also apply to the management of Reports. A Designated Officer must make certain the tasks prescribed in Table 1 are met within the prescribed timeframes¹⁶.

If a Designated Officer concludes a task will require more than the allotted time to complete, they must notify the Board Chair and the Discloser or Reporter about the delay (see [Notices to the Discloser, Reporter and Board Chair](#)). Additionally, the Board Chair must be informed of the reasons for the delay and the expected date on which the delayed task will be completed. If an investigation will require more than the allotted time, the Board Chair should receive progress updates at least every 30 business days until the investigation is concluded.

Table 1 Timeframes for completing key tasks for Disclosures and Reports.

Task	Timeframe (business days)
Responding to a request for Advice about a Disclosure or Report	Within 20 days of receipt of request
Confirming receipt of a Disclosure or Report	Within 2 days of receipt of Disclosure or Report
Completing an initial assessment of a Disclosure or Report	Within 30 days of receipt of Disclosure or Report

¹⁵ PIDA, s. 17

¹⁶ PIDA, s. 9(2)(b)

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Task	Timeframe (business days)
Determining whether or not to investigate a Disclosure or Report	Within 30 days of receipt of Disclosure or Report
Concluding an investigation of a Disclosure or Report	Within 120 days of deciding to investigate
Providing a summary of the investigation results to the Discloser or Reporter	Within 10 days of a Designated Officer accepting a final investigation report

Maintaining Confidentiality

Safeguarding Information

All information and records obtained in a Disclosure or Report or in the course of carrying out this procedure must be kept confidential. They must be stored in a safe and secure manner and must be protected from such risks as theft, loss, or unauthorized viewing, collection, use, disclosure, or disposal, in accordance with Applicable Law. A Designated Officer is responsible for making certain that reasonable security measures are in place to protect confidential information.

Limitations on the Collection, Use, and Disclosure of Information

The amount of confidential information, including Personal Information, that is collected, used and disclosed should be limited to what is necessary to carry out the Policy, this procedure and what is authorized under Applicable Law. It should only be shared on a need-to-know basis or as required by Applicable Law.

Information collected from a Discloser or Reporter, witnesses, and/or Respondents may only be used and disclosed for the purposes of:

- responding to requests for Advice¹⁷ under PIDA or Advice related to Misconduct Reports;
- responding to Disclosures, including investigations or reports¹⁸;
- responding to Reports of Misconduct, including investigations or reports;
- a resultant process such as BCLC’s progressive discipline process; or
- meeting obligations as required by law.

¹⁷ PIDA, s. 9(2)(d)

¹⁸ PIDA, s. 9(2)(d)

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Identity Protection

Information about the identities of a Discloser or Reporter, witnesses, or Respondents must be kept confidential. No individual may share information, including Personal Information, about a Discloser or Reporter that could enable the identification of the Discloser as the person who made the Disclosure¹⁹ or the Reporter as the person who made the Report, unless²⁰:

- the provision or use of the information is for the purpose of:
 - complying with PIDA, including as necessary to effectively manage the Disclosure in accordance with PIDA and the principles of natural justice and procedural fairness; or
 - complying with the Policy and this procedure, including as necessary to effectively manage the Report in accordance with the Policy, this procedure and the principles of natural justice and procedural fairness;
- the provision or use of the information is in connection with another lawful purpose;
- the Discloser or Reporter has given express consent, in writing, to the release or use of the information; or
- the Personal Information has previously been lawfully published.

Designated Officers should refer to Disclosers and Reporters as a witness or source of evidence (instead of referring to them as a Discloser or a Reporter) where it is necessary to effectively carry out an investigation. Wherever possible, a Designated Officer will not share or confirm that an individual made a Disclosure or Report.

NOTIFYING PARTIES

Notices to the Discloser, Reporter and Board Chair

A Designated Officer must inform the Board Chair and the Discloser or Reporter, as applicable, as soon as practicable of a decision to:

- begin an investigation of the Disclosure²¹ or Report;
- not investigate a Disclosure under PIDA²² or not investigate a Report under the Policy;
- refer a Disclosure, in whole or part, to the Ombudsperson; or
- postpone or suspend an investigation of a Disclosure²³ or Report, unless a Designated Officer considers that a notification to one or both these individuals would compromise another investigation.

¹⁹ PIDA, s. 6(3) and 9(2)(e)

²⁰ PIDA, s. 6(4)

²¹ PIDA, s9(2)(g)(i) (or refer directly to s. 21(1) and (2))

²² PIDA, s9(2)(g)(i) (or refer directly to s. 21(1) and (4))

²³ PIDA, s. 23(2)

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A Designated Officer must inform the Board Chair and the Discloser or Reporter, as applicable, as soon as practicable upon concluding a task will require more than the allotted time to complete (see [Timeframes for Managing a Disclosure or Report](#)).

Notification to the Board Chair may be delayed until an appropriate time if the Designated Officer considers that the notification may compromise an investigation or expose the Discloser or Reporter to Reprisal. A Designated Officer must not inform the Board Chair if the Board Chair is alleged to be responsible for the Wrongdoing²⁴. In this circumstance the Disclosure must be referred to the Ombudsperson (see [Referral of Investigation to the Ombudsperson](#)) without notice to the Board Chair.

Notices to Respondents

A Designated Officer must notify any Respondents that their conduct is the subject of an investigation. The timing of this notice should be at an appropriate time, taking into account the need to protect the integrity of the investigation and the Respondents' rights to procedural fairness.

In all cases, Respondents must receive notice of the allegations prior to being interviewed (see [Procedural Fairness During Respondent Interviews](#)).

Format and Contents of Notices

Notifications must be provided in writing and may be brief.

If a Disclosure or Report will not be investigated, a Designated Officer must include in the notification the reasons for their decision and may include information about other mechanisms available for addressing the Discloser's or Reporter's concerns.

If a Disclosure or Report will be investigated, a Designated Officer must include in the notification the scope of the investigation. If only part of the Disclosure or Report will be investigated, the Designated Officer must provide the Discloser or Reporter reasons for their decision not to investigate the remaining portions of the Disclosure or Report.

INITIAL ASSESSMENT OF A DISCLOSURE OR REPORT

A Designated Officer must conduct an initial assessment of all Disclosures and Reports. The initial assessment is conducted for those purposes outlined below under [Assessing the Disclosure](#). This initial assessment must be conducted prior to determining whether an investigation is warranted (see [Deciding to Investigate](#)) and within the timeframes prescribed in this procedure (see [Timeframes for Managing a Disclosure or Report](#)).

²⁴ PIDA, s9(2)(g)(i) (or refer directly to s. 21(5))

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The initial assessment includes completing those steps addressed below under the headings: [Initial Interview](#), [Risk Assessments](#), [Gathering Information](#), and [Assessing the Disclosure](#). A Designated Officer must document the outcomes from each of these steps.

Initial Interview

A Designated Officer must conduct an initial interview (with appropriate assistance, depending on the nature of the Disclosure or Report) with a Discloser or the Reporter, as applicable, as soon as possible after receipt of a Disclosure or Report. The interview, and any subsequent interviews, will be conducted in a manner and place that maintains the confidentiality of the identity of the Discloser or Reporter and in accordance with requirements for conducting interviews during an investigation (see [Conducting Interviews](#)).

The Discloser or Reporter, as applicable, is permitted to have another person present during the interview for support, such as a family member, friend, or an external lawyer that is retained by the employee, Board Director or Contractor at their expense (refer to [Presence of Third Parties](#)).

The purpose of an initial interview is to gather more information about the nature of the Disclosure or Report and for a Disclosure, to assess whether it meets the threshold for Wrongdoing. The interview is also intended to inform a Designated Officer's assessment of the urgency of the matter as well as an initial consideration of any risk of Reprisal to the Discloser or Reporter.

Risk Assessments

A Designated Officer must conduct two types of risk assessments:

- an urgency risk assessment, and
- a Reprisal risk assessment.

Both assessments should be conducted as soon as practicable and regardless of the outcome of the initial assessment. These assessments should then be conducted throughout the life of a file, but in particular, as new information is received indicating the presence of a risk or when the file moves to a new phase (from assessment, to investigation, to reporting).

Urgency Risk Assessment

A Designated Officer must assess whether the Disclosure or Report raises a matter that requires an urgent response. Urgent responses may be required where the subject matter of the Disclosure or Report indicates a serious risk to life, public health or safety, or the environment. This includes Disclosures made following an urgent public Disclosure unless information indicates that any serious risk has already been addressed.

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An urgent response may also be required where:

- the alleged Wrongdoing or Misconduct has not occurred and there is an opportunity to intervene before it occurs;
- there is a high risk that evidence will be lost or destroyed;
- there is an imminent risk of significant financial harm; or
- there is a high risk of Reprisal for the Discloser or Reporter.

Where a matter poses a risk of significant harm to the environment, the health and safety of persons, or is clearly in the public interest, a Designated Officer must consider whether the public interest disclosure provision in [section 25 of FIPPA](#) may be applicable. Where a Designated Officer believes section 25(1)(a) and (b) may apply, the Designated Officer will consult the Board Chair and compliance with the Privacy Management and Accountability Policy and [Freedom of Information Policy](#) is required.

A Designated Officer may report information received under PIDA to the relevant Protection Official where the Designated Officer reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons, or the environment²⁵.

Reprisal Risk Assessment

A Designated Officer must identify what risks of Reprisal, if any, there are and must manage those risks to the extent possible.

Gathering Information

A Designated Officer is responsible for reviewing the Disclosure or Report form or other written submission to ensure:

- the Disclosure meets the content requirements in section 15 of PIDA; or
- the Report meets the content requirements defined in this procedure (see [Required Information for Reports](#)).

If the content requirements are not met, the Designated Officer will identify the information that is outstanding and ask the Discloser or Reporter to provide that additional information, if known.

A Designated Officer may seek additional sources of information to gather information for the purposes of the initial assessment.

²⁵ PIDA, s. 16(5)

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Assessing the Disclosure

Upon completing the steps outlined above for the initial assessment, a Designated Officer must assess the Disclosure to confirm the following:

- the Discloser or Reporter is an individual entitled to Disclose or Report (see [Individuals Entitled to Disclose and Individuals Entitled to Report](#));
- the alleged Wrongdoing or Misconduct occurred in or relating to a BCLC or a BCLC subsidiary;
- for Disclosures, the allegations meet the threshold of Wrongdoing for at least one of sections 7(1)(a) to (e);
- for Reports, the allegations meet the definition of Misconduct within this procedure; and
- the Disclosure or Report is in writing and:
 - for a Disclosure, contents of the Disclosure meet the requirements of section 15; or
 - for a Report, contents of the Report meet the requirements under [Required Information for Reports](#).

If a Designated Officer determines that the allegations, if proven, would meet these requirements, the Designated Officer will also consider whether there is a reasonable basis to support an investigation. To clarify, this means the Designated Officer will assess whether the Discloser or Reporter has provided some evidence that could support a conclusion that the alleged Wrongdoing or Misconduct occurred. Mere speculation on the part of the Discloser or Reporter without any evidentiary support does not suffice.

DECIDING TO INVESTIGATE

A Designated Officer must determine whether or not to investigate once the initial assessment of a Disclosure or Report is complete.

There are several circumstances under PIDA where a Disclosure would be ineligible for investigation or where BCLC will refuse, stop, or discontinue an investigation of a Disclosure or a Report, which are outlined in this section.

This decision must be made within the timeframe prescribed in this procedure (see [Timeframes for Managing a Disclosure or Report](#)) and a Designated Officer must document the reasons for the decision.

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Prohibited Investigations

A Designated Officer must consider whether they are prohibited from investigating a Disclosure under PIDA. A Designated Officer must refuse to investigate or stop investigating a Disclosure if the Disclosure relates primarily to²⁶:

- a dispute between an employee and BCLC respecting the employee's employment;
- a matter relating to law enforcement that is being addressed by members of a police force or relating to the conduct of members of a police force;
- a matter relating to the prosecution of an offence; or
- the exercise of an adjudicative function of a court, tribunal, or another statutory decision-maker, including a decision or the processes or deliberations that have led to or may lead to a decision by the court, tribunal or another statutory decision-maker.

A Designated Officer must refuse to investigate or stop investigating a Report if the Report relates primarily to any of the matters listed above.

Discretionary Investigations

If a Designated Officer determines they are not prohibited from investigating, they must consider whether they should exercise their discretion to refuse to investigate or stop investigating a Disclosure²⁷ or a Report due to any of the following circumstances applying:

- the Disclosure or Report is frivolous or vexatious;
- the Disclosure was not made by an individual entitled to Disclose under PIDA or the Report was not made by an individual entitled to Report under the Policy and this procedure;
- the Disclosure or Report was not made in good faith;
- the Disclosure does not deal with or meet the threshold for Wrongdoing under section 7;
- the Report involves a matter that can be addressed through another BCLC policy or procedure. For example, the Respectful Workplace Policy;
- the allegations do not relate to BCLC or a BCLC subsidiary;
- the Disclosure or Report does not include sufficient details or particulars about the Wrongdoing or Misconduct;
- the Disclosure or Report relates solely to a public policy decision;

²⁶ PIDA, s. 9(2)(g) (or refer directly to PIDA, s. 22(1)(a) to (b))

²⁷ PIDA, s. 9(2)(g) (or refer directly to PIDA s. 22(2)(a) to (g))

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- the Disclosure or Report has been referred to another appropriate authority for investigation;
- it is impracticable for the Disclosure or Report to be investigated because it is an anonymous Disclosure or Report and sufficient details have not been disclosed to act further;
- an investigation of the Disclosure or Report would serve no useful purpose or could not be reasonably conducted because the length of time that has passed between the date of when the matter of the Disclosure or Report arose and the date of the Disclosure or Report;
- the Disclosure or Report is being, or has already been, appropriately investigated, including by a Designated Officer;
- an investigation of the Disclosure or Report would serve no useful purpose because the matter(s) is being, or has already been, appropriately dealt with;
- there is no reasonable basis to support an investigation; or
- another reason prescribed under PIDA applies to the Disclosure.

A Designated Officer must document the reason(s) for refusing to investigate or stop investigating a Disclosure or Report.

Referral of Investigation to the Ombudsperson

If a Designated Officer determines the Disclosure is eligible for investigation, they must consider whether the Disclosure, in whole or in part, would be more appropriately investigated by the Ombudsperson. A Designated Officer should consider the following factors when deciding whether to refer a Disclosure:

- the level and position of Respondent(s);
- actual, perceived, or potential conflicts of interest;
- the likelihood of voluntary compliance of witnesses;
- whether the Disclosure involves sensitive political or social issues;
- implications to the public interest;
- the risk of Reprisal to the Discloser;
- the complexity of the matters addressed in the Disclosure;
- the availability of resources and expertise required to conduct a fair and effective investigation; and
- whether the Disclosure pertains to an individual(s) that supersedes the hierarchal position of the Designated Officers.

Safe Reporting

A Designated Officer must consult the Board Chair prior to referring a Disclosure to the Ombudsperson and will only make a referral at the direction of the Board Chair, unless the Disclosure implicates the Board Chair in Wrongdoing.

A Designated Officer must always refer to the Ombudsperson any Disclosures that implicate a current or former Board Chair in Wrongdoing.

A Designated Officer will notify the Discloser in writing of a referral to another authority.

Investigations Under Other Policies or Law

A Designated Officer must consider whether there are other mechanisms available for addressing a matter where a Disclosure is not investigated under PIDA, or a Report is not investigated under this procedure, but requires attention. The Designated Officer is responsible for taking appropriate action to ensure matters requiring attention are addressed. This responsibility may arise under another policy or law.

Where a Disclosure or Report is not investigated and the matter is referred to be addressed under another mechanism, the Designated Officer must maintain confidentiality of the Discloser or Reporter's identity (see Identity Protection). Confidentiality in this case means not sharing information that could lead to identification of the Discloser as someone who has sought Advice or made a Disclosure under PIDA, or the Reporter as someone who has sought Advice or made a Report under the Policy and this procedure.

Postponing or Suspending Investigations

A Designated Officer may postpone or suspend an investigation if they:

- become aware that an offence may have been committed and reports the alleged offence to a law enforcement agency or the Gaming Policy and Enforcement Branch (GPEB) prior to, or during an investigation;
- believe that their investigation may compromise another investigation; or
- become aware that the alleged Wrongdoing or Misconduct they are investigating is also being investigated in the prosecution of an offence.

A Designated Officer must consult the Board Chair prior to postponing or suspending an investigation, unless the Board Chair is implicated in the Wrongdoing or Misconduct. Notice that an investigation is being postponed or suspended is provided to the Discloser or Reporter as outlined under [Notifying Parties](#).

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Reporting to Law Enforcement

A Designated Officer may report to a law enforcement agency or GPEB an alleged offence (under any legislation) relating to a request for Advice, a Report, a Disclosure, or a Reprisal complaint under PIDA if they have reason to believe an offence may have been committed. The offence may be reported regardless of whether the Disclosure is determined to meet the threshold for Wrongdoing or whether the Designated Officer decides to investigate the Disclosure or Report.

A Designated Officer must consider the seriousness of the allegations and whether the alleged offence may be a criminal offence or an offence under the GCA when assessing whether to make a report.

A Designated Officer must consult the victim of an alleged offence, if any, prior to a report being made, unless the consultation poses health and/or safety concerns. A Designated Officer may also wish to consider concerns about reporting to a law enforcement agency in cases where persons involved belong to communities or groups that have historically been overpoliced.

A Designated Officer must consult the Board Chair prior to a report being made, unless the Board Chair is implicated in the alleged offence.

No more information may be provided to law enforcement than is necessary to make a report.

INVESTIGATING A DISCLOSURE

Managing Investigations

Investigations must be managed by a Designated Officer, with appropriate assistance and consultation, depending on the nature of the Disclosure or Report. This includes working with third party organizations and other internal Organizational Units that perform investigations or perform compliance or risk assessment functions, including but not limited to:

- People and Culture,
- Investigations,
- Cyber Security,
- Finance,
- Legal Services,
- Audit Services,
- Enterprise Risk Management Services,
- Compliance, or
- Privacy.

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BCLC's Corporate Secretary may provide support to Designated Officers managing a Disclosure or Report, as follows:

- assisting a Board Designated Officer in reviewing and assessing Disclosures and Reports;
- advising a Board Designated Officer in identifying and appointing an investigator(s);
- providing procedural advice to a Board Designated Officer regarding investigations, as required;
- assisting a Board Designated Officer in the execution of their Designated Officer duties, including [Reporting Investigation Results](#), and providing advice; and
- keeping a central record, in accordance with the Policy, of all Disclosures and Reports received.

A Designated Officer may request assistance from the Ombudsperson with respect to the management and investigation of a Disclosure.

Obtaining Documentary and Written Evidence

A Designated Officer may seek to obtain information in the order, format, and fashion that they determine is most appropriate and effective. They may contact whoever is most appropriate to obtain records related to the allegations. Employees, Board Directors and Contractors who are asked to provide evidence must respond to these requests within the specified period, if any.

Conducting Interviews

Interviews of Disclosers, Reporters, Respondents and witnesses must be conducted in the order and format appropriate for the circumstances. For example, in-person, by telephone or video. Efforts should be made to address the individual's preferences and cultural or accessibility needs will be accommodated in accordance with BCLC's [Diversity, Inclusion and Belonging Policy](#).

Interviewees must be provided notice of an interview date, time, and place along with information on the general nature of the interview. Interviews may be held outside the workplace, as necessary to maintain confidentiality and the integrity of the investigation.

In some cases, it may be necessary to provide the interviewee with copies of documents in advance of the interview, including where doing so will enhance the effectiveness of the interview and/or accommodate the interviewee's needs. Each interviewee must be reminded of their obligations to maintain confidentiality²⁸ (see [Maintaining Confidentiality](#)) and have the prohibitions against Reprisal²⁹ as outlined within the Policy explained to them.

²⁸ PIDA, s. 9(2)(e)

²⁹ PIDA, s. 31(1)

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Procedural Fairness During Respondent Interviews

Respondents are afforded a high level of procedural fairness. They must be provided notice that they are under investigation (see [Notices to Respondents](#)) and as outlined in the Policy, Respondents must have the opportunity to respond to the allegations against them. If documents are discussed in an interview with a Respondent, the Designated Officer will consider providing an advance opportunity for the Respondent to review the documents unless they have reason to believe that doing so could compromise the investigation.

If, during an interview of a witness or other interviewee, information is received that raises concerns that the witness may be implicated in a Wrongdoing or Misconduct, the interview must be stopped and the person must be informed of this concern (see [Notices to Respondents](#)). The person will then be treated as a Respondent and provided the same level of procedural fairness provided to all Respondents. The interview must be rescheduled to allow sufficient time for the person to prepare for the interview and seek advice should they choose. If the information implicating the witness or other interviewee in Wrongdoing or Misconduct is related to a separate, unrelated matter not being investigated, the interview may be paused temporarily instead of stopping and rescheduling. The Designated Officer should consider seeking legal counsel before resuming a paused interview.

Presence of Third Parties

All interviewees (including Disclosers, Reporters, Respondents, witnesses, etc.) are permitted to have another person present during the interview for support, such as a family member, friend, or an external lawyer retained by the employee, Board Director or Contractor at their expense.

Interviewees must obtain permission from the Designated Officer for any third party to attend. Permission must be obtained at least five business days before the scheduled interview. The Designated Officer must make certain reasonable security measures are in place to protect confidential information where it is disclosed to third parties during interviews such as signing a confidentiality agreement.

Third parties may not be permitted in an interview in the following circumstances:

- they are a witness or Respondent in the investigation;
- they were not requested by the interviewee to attend;
- they did not receive permission to attend; or
- their presence would present a conflict of interest or jeopardize the integrity of the investigation.

The Designated Officer must document the decision to not permit a third party in an investigation, including the reasons for the decision.

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Investigating Other Wrongdoings or Misconduct

If, during an investigation, a Designated Officer has reason to believe that another Wrongdoing or Misconduct has been committed or may be committed, the Designated Officer may investigate the Wrongdoing or Misconduct whether or not a Disclosure or Report has been made in accordance with this procedure³⁰.

Requiring Another Body to Suspend or Postpone an Investigation

PIDA does not limit the authority of a public body (i.e., BCLC) to undertake other investigations while a Designated Officer investigates a Disclosure of Wrongdoing. However, a Designated Officer may require a public body (i.e., BCLC) to suspend or postpone its investigation where section 18 [Other Investigations] of PIDA applies.

A Designated Officer must not suspend or postpone another investigation without first consulting the Board Chair, except in circumstances where the Board Chair is implicated in the Wrongdoing.

Discontinuing an Investigation

A Designated Officer may discontinue an investigation at any time after it has begun where circumstances as set out in this procedure apply (see [Deciding to Investigate](#)).

Concluding an Investigation

An investigation is considered concluded upon a Designated Officer accepting a final investigation report and the Discloser or Reporter, as applicable, receiving a summary of the same report. All required tasks, including administrative matters, must be addressed before the investigation is concluded.

REPORTING INVESTIGATION RESULTS

A Designated Officer must prepare a written report that must include:

- the allegations;
- Applicable Laws and BCLC policies;
- evidence;
- analysis;
- findings³¹;
- the reasons to support the findings³²; and
- any recommendations to address findings of Wrongdoing³³ or Misconduct, as applicable.

³⁰ PIDA, s. 9(2)(h)

³¹ PIDA, s. 9(2)(i)

³² PIDA, s. 9(2)(i)

³³ PIDA, s. 9(2)(i)

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Developing Recommendations

A Designated Officer may, at their discretion, develop recommendations in consultation with the Board Chair.

Draft Report to Person(s) Adversely Affected

In accordance with the principles of procedural fairness, a Designated Officer must provide all those who may be adversely affected by any findings or recommendations in an investigation report with the opportunity to make representations, either orally or in writing, before the report is finalized. Those adversely affected may include the Board Chair, Respondents, and other individuals.

The Designated Officer may provide to those adversely affected, a copy of the draft report, excerpts of the report, or a summary of evidence and findings as the context requires, considering requirements for Maintaining Confidentiality and Identity Protection.

The Designated Officer must review and consider all representations received before finalizing the investigation report.

Summary of Final Report to Disclosers and Respondents

A Designated Officer must provide the Discloser or Reporter, as applicable, with an appropriate written summary of the outcome of the investigation, unless the Disclosure or Report was made anonymously and the Discloser or Reporter did not provide contact information.

A Designated Officer should provide a written summary of the report to any individual alleged of, or found responsible for, Wrongdoing or Misconduct, where practicable. A Designated Officer should provide a summary of the report to BCLC's Board Chair. The Designated Officer may provide a summary of the report to other appropriate persons as determined by the Designated Officer³⁴.

The kind of information and level of detail contained in the summary will be decided by the Designated Officer in consultation with the Board Chair, on a case-by-case basis and considering requirements for Maintaining Confidentiality and Identity Protection.

Final Report to the Board Chair

The final investigation report must be provided to the Board Chair, unless the Board Chair is implicated in founded Wrongdoing³⁵ or Misconduct. If at any point in an investigation, there is information available that suggests the Board Chair may be implicated in founded Wrongdoing, a Designated Officer must refer the Disclosure to the Ombudsperson (see Referral of Investigation to the Ombudsperson).

³⁴ PIDA, s. 9(2)(i)

³⁵ PIDA, s. 27(3.1)

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The Board Chair must consider the findings and recommendations and determine the corrective measures and/or disciplinary action, up to and including termination of employment or contract of service, as appropriate, to be taken by the President and Chief Executive Officer of BCLC to remedy the Wrongdoing or Misconduct and other deficiencies identified in the report. Where the Board Chair declines to take corrective measures, they will set out the reasons for declining to do so in the Board report and for Disclosures of Wrongdoing, in the annual public report³⁶ as well.

Definitions

Defined (capitalized) terms or acronyms used but not defined in this procedure have the meaning attributed to them in the [Policy Glossary](#).

Advice	Means advice that may be requested in respect of making a Disclosure or Report, or in respect of making a complaint about a Reprisal under PIDA or pursuant to the Policy and this procedure.
Applicable Law	Means a domestic or foreign enactment as defined under section 32(1) [<i>References to enactments</i>] of the <i>Interpretation Act</i> , an order of a court, or an order made by a public officer or administrative tribunal.
Designated Officer	Has the meaning prescribed to it in section 1 of PIDA and, as at the date of this procedure means a senior official designated under section 10 [<i>designated officer</i>] to receive requests for advice and receive and investigate disclosures under PIDA. The Policy also assigns authority to the designated officer(s) to receive requests for Advice and receive and investigate Reports of Misconduct.
Discloser	<p>Has the meaning prescribed to it in section 1 of PIDA and, as at the date of this procedure means an employee who requests advice or makes a Disclosure or a complaint about a Reprisal under PIDA. For the purposes of PIDA, “employee” has the meaning prescribed to it in section 1 of PIDA and means:</p> <ul style="list-style-type: none"> a) an employee of a ministry, government body or office, and includes a person appointed under section 15 [<i>appointment by Lieutenant Governor in Council</i>] of the Public Service Act, or b) a member of a class of persons prescribed by regulation. <p>This includes those individuals prescribed in section 2(a) of PIDA:</p> <ul style="list-style-type: none"> (i) a director or an officer, in respect of a government body, and (ii) a former employee, if a Wrongdoing occurred or was discovered when the employee was employed by the ministry, government body or office, as applicable.

³⁶ PIDA, s. 38(2)(c)(iii)

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Disclosure	Has the meaning prescribed to it in section 1 of PIDA and, as at the date of this procedure, means a disclosure of Wrongdoing made by a Discloser in accordance with PIDA.
Misconduct	Means an act or workplace practice involving unethical, illegal or improper conduct that does not constitute Wrongdoing under PIDA, including a violation of BCLC's Standards of Ethical Business Conduct for Employees or Contractors, or another BCLC policy, standard or procedure. In the case of Contractors, misconduct includes acts or workplace practices that constitute Wrongdoing, as Contractors are not eligible to Disclose Wrongdoing under PIDA.
Ombudsperson	Means the Ombudsperson of British Columbia.
Protection Official	Has the meaning prescribed to it in section 16(1) of PIDA and, as at the date of this procedure means: a) in respect of a health-related matter, the provincial health officer, b) in respect of an environmental matter, the agency responsible for the Emergency Program Act, or c) in any other case, an appropriate police force.
Report	Means a report of Misconduct made by a Reporter in accordance with the Safe Reporting Policy and this procedure.
Reporter	A person who requests Advice about Reporting, or Reports, an allegation of Misconduct.
Reprisal	Has the meaning prescribed to it in section 31(1)(a) to (e) of PIDA and, as at the date of this procedure, includes the following measures: a) a disciplinary measure; b) a demotion; c) a termination of employment; d) any measure that adversely affects the employee's employment or working conditions; e) a threat to take any of the measures referred to in paragraphs a) to d).
Respondent	Means a person against whom allegations of Wrongdoing, Misconduct or a complaint of Reprisal is made or a person who is found to have committed Wrongdoing or Misconduct.

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Wrongdoing	Has the meaning prescribed to it under section 7(1) of PIDA and, as at the date of this procedure, means: <ul style="list-style-type: none"> a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada; b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions; c) a serious misuse of public funds or public assets; d) gross or systemic mismanagement; or e) knowingly directing or counselling a person to commit a wrongdoing described in paragraphs a) to d).
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Procedure Ownership

Contact Position	Designated Officers
Policy Owner	President and Chief Executive Officer
Approving Body	Board of Directors

Revision History

Version	Effective	Approved by	Amendment
2.0	Mar 1, 2024	Board of Directors	Major amendments to amalgamate the procedures for Disclosures of Wrongdoing under PIDA and BCLC's procedures for reports of Misconduct under the Whistleblower Procedure. Title changed from Public Interest Reporting Procedure and change in authority for owner and approving body.
1.0	Dec 1, 2022	Chief Executive Officer	Inaugural issue.