Queen's University
Policy and Procedures for Safe Disclosure Reporting and Investigation

Annual Report to the Senate
December 2, 2013

The *Policy and Procedures for Safe Disclosure Reporting and Investigation* was approved by Senate January 20, 2011, and ratified by the Board of Trustees March 4, 2011. The Policy can be found at: http://www.queensu.ca/secretariat/policies/senateandtrustees/Safe_Disclosure_Policy.pdf

Queen's University seeks to promote a culture of honesty, transparency, and accountability, maintaining high ethical standards in all of its activities. The University recognizes that the good-faith reporting of alleged Improper Acts is a necessary and valuable service to the University and all of its members and must not be cause for Reprisals.

The purpose of this Policy is:

a. To protect members of the Queen's community who make good-faith disclosures of alleged Improper Acts
b. To provide an effective procedure for making such disclosures except where existing University policies or collective agreements govern the issue
c. To prescribe procedures for the reporting, investigation, and response to such disclosures, using existing mechanisms wherever possible.

At the end of each academic year, the Safe Disclosure Officer shall provide the Provost, the Senate and the Board of Trustees with an annual written report of:

a. The number of reports made by Disclosers
b. The number of reports investigated under this policy
c. The findings of investigations conducted pursuant to a report
d. Any action taken pursuant to an investigation.

At the reporting period ending August 31, 2013, there were zero incidents to report.

Respectfully Submitted,

H. Smith LL.B., M.I.R.
Safe Disclosure Officer
Co-ordinator, Dispute Resolution Mechanisms
University Secretariat

Copies: Dr. A. Harrison, Provost and Vice-Principal (Academic)
Queen's University Board of Trustees December 6, 2013