

## REPORTING CRIMINAL CHARGES

### Background

The Division, in the interests of security and keeping within its guiding principles, requires employees to report criminal charges to the Director.

### Procedures

1. Any employee, after having been charged with a criminal offense, must within two (2) working days inform the Director. This is to be done orally and subsequently in writing within seven (7) days.
2. The Director, if charged with a criminal offense, shall follow the procedures in (2) and report to the Board Chair who will inform the entire Board.
3. A submission outlining relevant circumstances may be attached by the person to the written information.
4. Upon receipt of the information, the Director or designate is to investigate the circumstances.
5. Failure to disclose charges, provide a written statement, or submission of inaccurate, false or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.
6. Subject to the provisions of the Education Act and the provisions of the relevant collective agreement or contract of employment, the Division may, in its discretion, transfer, reassign, or terminate the employment of an employee who is subject to the provisions of these procedures.

Reference: Sections 85, 87 Education Act  
Controlled Drug and Substance Act  
Criminal Code of Canada  
Criminal Records Act  
Criminal Records Regulations

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