

# TORONTO PARKING AUTHORITY

## POLICY RESOLUTION

4-25

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ITEM: **Whistle Blower Policy**

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**PURPOSE:**

The objective of this Policy is to foster and maintain an environment at the Toronto Parking Authority that encourages employees to feel free to raise concerns about wrongdoing in the workplace without fear of recrimination or reprisal.

As a trusted public agency, Toronto Parking Authority must ensure that its actions and those of its employees, contractors, vendors and business partners, withstand the highest level of scrutiny so it can fulfil its mission. As a result, the workplace must be one in which all employees feel a sense of shared ownership and responsibility to watch over; and where they feel confident the organisation is committed to receiving, and seriously addressing complaints. We all have an obligation to report wrongdoing without fear of reprisal.

This policy provides the mechanism through which employees can raise concerns of wrongdoing, free of any threat of recrimination, retaliation or harassment.

**SCOPE:**

This policy applies to all union, non-union, contract employees and contractors, who may have a concern or information regarding any alleged workplace wrongdoing.

This policy should be read in conjunction with the Toronto Parking Authority Whistle Blower Protection Policy 4-26 and any other TPA policies related to conduct.

**POLICY:**

Disclosure of Wrongdoing

It is the policy of the Toronto Parking Authority to encourage employees, when based on good faith and their reasonable belief, to bring forward concerns about violation of appropriate conduct or law, or gross mismanagement in the workplace, by communicating these to their immediate supervisor or to the Director, Human Resources, even if on an anonymous basis. Complaints against Human Resources should be communicated to the President and any complaints against the President should be communicated to the TPA Board.

All reports made under this policy will be taken seriously and will be promptly and diligently investigated to the extent possible. The specific action taken in any particular case, will depend on the nature and gravity of the conduct or circumstances reported, as well as the details provided and the sufficiency of such details.

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FIRST ADOPTED: December 18, 2014

LAST AMENDED: NEW

LAST REVIEWED: April 24, 2017

MINUTE NUMBER: 14-174

MINUTE NUMBER: 17-055

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Since an allegation may result in serious repercussions for individuals against whom complaints are made, the individual making the allegation must have reasonable basis for making an allegation and should undertake such reporting in good faith, in the best interests of Toronto Parking Authority and not for personal gain. Deliberate misuse of the reporting and investigation procedures is very serious. Any employee deliberately misusing these procedures will be subject to appropriate disciplinary action, which, depending on the circumstances, may include termination of employment.

### Protection of Complainants

The Toronto Parking Authority is committed to providing a work environment in which employees and others, can raise concerns free of recrimination, retaliation, threats or harassment. Accordingly, Toronto Parking Authority strictly prohibits recrimination, reprisal, retaliation, threats or harassment of any kind against any employee or individual, who based on good faith and reasonable belief that such conduct or practices have occurred or are occurring and reports that information to the organization in accordance with this policy.

### Reporting and Investigation

Toronto Parking Authority will ensure that mechanisms and processes are maintained to facilitate the reporting of incidents that fall within this policy.

Note that this policy is focussed on matters of a serious nature and is not for the purpose of dealing with day-to-day issues, disputes or grievance that may arise in the workplace. For these matters, the organisation has clear reporting and escalation processes that are outlined in the Collective Agreement and/or Escalation of Employee Issues or Concerns Policy 4-28.

### Confidentiality and Anonymity

All reports and complaints under this policy and all information disclosed during the course of the investigation, will remain confidential, except as necessary, to conduct the investigation and take any remedial action.

*Anonymous reports made in good faith may be made in accordance with the processes noted above. \*Note that reports or complaints made anonymously may be more difficult to investigate, verify and resolve.*

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### Core Values

It is expected that employees must promote and exemplify Toronto Parking Authority's Core Values at all times, which are:

1. Creativity and responsible innovation
2. Honouring loyalty, collaboration and commitment
3. Excellence in everything we do
4. Commitment to the long term
5. Service to all – with integrity, dignity and respect

### **DEFINITIONS:**

#### Complainant

Refers to the individual who is bringing forward the complaint

#### Respondent

Refers to the person who is responding to the allegations made in the complaint

#### Manager

Includes any person with supervisory responsibilities

#### Employee

Includes any employee, union and non-union, contract

#### Contractor

Refers to any individual representing a vendor, subcontractor, supplier or consultant, who, during the course of business, interacts with an employee of the Toronto Parking Authority.

#### Roles and Responsibilities

Everyone working at the Toronto Parking Authority, including Board of Directors, has the responsibility to conduct themselves within the spirit of this Policy and to contribute towards a respectful work environment.

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