



# Memorandum

**Secretariat**

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**TO:** Senate

**FROM:** Mr. Stephen Strople, Secretary-General

**SUBJECT:** Annual Report on Safe Disclosure

**DATE:** May 10, 2013

**DOCUMENT #:** D12-75

**ACTION REQUIRED:**  INFORMATION     APPROVAL/DECISION

**ISSUE:** Annual Report of the Policy on Safe Disclosure for 2011-2012.

**BACKGROUND & RATIONALE:** Section 8 of the Policy on Safe Disclosure states:

8.1 Once per academic year, the Secretary-General following consultation with the Provost, the Vice-Principal (Research & International Relations) and the Vice-Principal (Administration & Finance) shall make a report to Senate and the Board of Governors, which report shall include:

- (i) the number of reports filed by Disclosers;
- (ii) the number of reports investigated;
- (iii) the findings of investigations conducted pursuant to a report;
- (iv) any action taken pursuant to an investigation.

8.2 The annual report of Improper Activities shall respect the privacy of Disclosers and Respondents

**MOTION OR RESOLUTION FOR APPROVAL:** N/A

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**PRIOR CONSULTATION:** Provost  
Vice-Principal (Research & International Relations)  
Vice-Principal (Administration & Finance)

**NEXT STEPS:** N/A

**APPENDICES:** Appendix A: Annual Report of the Policy on Safe Disclosure;

## **Annual Report of the Policy on Safe Disclosures 2011-2012**

### **Introduction**

The *Policy on Safe Disclosure*, approved by Senate and the Executive Committee of the Board of Governors (see Senate minutes (23 May 2007, Minute 6) and Board of Governors minutes (30 October 2007, Minute 7), amended 20 January 2010, Minute 3.3), came into force on 30 October 2007.

The Policy calls for the Secretary-General to report annually to Senate on the application of the Policy. This report is presented to Senate in discharge of this obligation for the period 1 November 2011 through 31 October 2012.

### **Report**

During the twelve-month period from 1 November 2011 through 31 October 2012, no reports utilizing the process established by the *Policy on Safe Disclosure* have been filed with the Secretary-General (or any other member of the senior administration of the University).

Based on suggestions received during the year, the website will be redesigned to improve access to the policy and form for filing a report.