

ISSUANCE: Commission Board of Directors

APPROVED: March 9, 2018

1.0 GENERAL

1.1 Purpose

Employees are expected to report any situation relevant to the BC Oil and Gas Commission (Commission) that they believe contravenes the law, misuses funds or assets, or represent a danger to public health and safety or a significant danger to the environment.

Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the *Freedom of Information and Protection of Privacy Act*). Employees will not be subject to discipline or reprisal for bringing forward to the Board of Directors Audit Committee, in good faith, allegations of wrongdoing in accordance with this policy.

1.2 Background

The Whistleblower Policy is intended to enable employees and others to raise serious concerns within the Commission rather than seeking resolution outside the Commission or failing to seek resolution.

1.3 Application and Scope

No employee who in good faith makes a report or raises a concern under this policy shall suffer harassment, retaliation or adverse employment consequence provided that the information is disclosed in good faith, the discloser believes the information to be substantially true, does not act maliciously or make false allegations, and does not seek personal or financial gain.

Anyone who retaliates against someone who has reported a wrong doing or suspected wrong doing will be subject to discipline up to and including termination of employment.

2.0 POLICY

2.1 Employees are expected to report their concerns as follows:

- Members of the British Columbia Government Employees' Union (BCGEU) are expected to report in accordance with the BCGEU Collective Agreement, Article 31.12.;
- Members of the Professional Employees Association (PEA) are expected to report in accordance with the PEA Collective Agreement, Article 32.09; or
- All employees can also report their concerns on a confidential basis, or anonymously, in writing to the Board of Directors Audit Committee Chair, who will acknowledge receipt of the submission and have the matter reviewed and, if not submitted anonymously, responded to in writing within 30 days of receiving the employee's submission. Submissions should be marked confidential.

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- Where an employee believes that the matter requires a resolution and it has not been reasonably resolved by Chair of the Audit Committee, the employee may then refer the allegation to the appropriate authority.

2.2 If the employee decides to externally pursue the matter further, then:

- Allegations of criminal activity are to be referred to the police;
- Allegations of a misuse of public funds are to be referred to the Province’s Comptroller General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Ministry of Environment.

APPROVAL:



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 Chief Executive Officer



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 Chief Financial Officer



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