



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: WHISTLEBLOWER PROTECTION

<b>Procedure No.</b>	PO-004-PR	<b>Division</b>	President's Office
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-GR-803
<b>Related Policies</b>	PO-004	<b>Effective Date</b>	June 3, 2025

## PROCEDURE

### 1.0 Disclosure by Employee

- 1.1 Where an employee reasonably believes that they have information that could show that a wrongdoing has been committed or is about to be committed, the employee may make a disclosure to the Citizens' Representative.

Inquiries, questions, and complaint forms may be directed to the Citizens' Representative at:

Telephone: (709) 729-7647  
Toll-free: 1-800-559-0079  
Fax: (709) 729-7696  
E-mail: [citrep@gov.nl.ca](mailto:citrep@gov.nl.ca)  
Website: [www.citizensrep.nl.ca](http://www.citizensrep.nl.ca)

Mail:  
P.O. Box 8400  
20 Crosbie Place  
4th Floor, Beothuk Bldg.  
St. John's, NL  
A1B 3N7

- 1.2 The identity of an employee making a disclosure shall be kept confidential to the extent permitted by law and consistent with the need to conduct a proper investigation.

Approval History	
Approved by President	June 3, 2025