

## ANONYMOUS CORRESPONDENCE AND INFORMATION

### Background

Issue resolution is most successfully achieved when solutions are arrived at through predetermined processes and channels of communication that are designed to respect the interests and rights of all associated with our school division. Through abiding by its communication processes, Greater St. Albert Catholic Schools seeks to further a climate of trust, justice, and well-being for all stakeholders, while maintaining a solution-based environment for all matters of interpersonal and community concern. Attention to anonymous correspondence or information as a complaint avoids accountability for what has been stated, diminishes pursuit of the truth, promotes bias when dealing with people, needlessly discredits personal reputations, and is therefore deemed to be non-constructive in nature. Therefore, in order to achieve successful resolution of an issue, the issue must be officially brought forward and this can only be achieved if the author of the inquiry is identified.

### Procedure

1. The Division is prepared to address all concerns with the person or persons making an inquiry. These concerns must be received in person or in writing. The correct procedure for such work is outlined in Administrative Procedure 152 – Dispute Resolution Process, Request for Review.
2. No action will be taken on anonymous complaints which includes those that would have no information about the name of the individual initiating the complaint, seeks to place individuals within a larger anonymous group context, or establishes a pseudonym when identifying as an individual or group.
  - 2.1. Anonymous correspondence and / or information shall not be circulated to members of the Board.
  - 2.2. Anonymous correspondence and / or information shall be shredded or disposed of immediately by the recipient.
  - 2.3. Anonymous correspondence and / or information received in a school shall be shredded or disposed of immediately, and the Superintendent will be informed that such correspondence and / or information was received and disposed of immediately.

2.4. Anonymous correspondence and / or information received by a Board member shall be shredded or disposed of immediately and the Superintendent shall be informed that a letter was received and disposed of.

Reference:

Administrative Procedure 152 – Dispute Resolution Process, Request for Review

Implementation Date: May 12, 2017