

**Guide for Reporting Mechanisms of Unethical Behavior and Improper Conduct at  
Memorial University of Newfoundland - A Supporting Document to the University  
Protected Disclosure Policy**

Allegations related to	Related Policies, Procedures, and Regulations	Reporting Authority/Designated Officer(s)
Emergency or imminent threat to personal safety or University property	Reports are made in accordance with the <a href="#">Emergency Policy</a> and <a href="#">Plans</a> .	<b>Campus Enforcement and Patrol</b> <ul style="list-style-type: none"> <li>• St. John’s and Signal Hill campuses: (709) 864-4100</li> <li>• Marine Institute Campus: (709) 778-0644</li> <li>• Grenfell Campus: (709) 637-2888</li> <li>• Labrador Campus: 911</li> <li>• Harlow Campus: 999</li> <li>• Or 911 in Canada.</li> </ul>
Violations of appropriate use of computing resources and IT security incidents.	Reports are made in accordance with the <a href="#">Appropriate Use of Computing Resources Policy and Procedures</a> .	<b>IT Service Desk</b> <ul style="list-style-type: none"> <li>• St. John’s Campus ITS: (709) 864-4595 Email: <a href="mailto:help@mun.ca">help@mun.ca</a></li> <li>• Marine Institute ITS: (709) 778-0628 Email: <a href="mailto:servicedesk@mi.mun.ca">servicedesk@mi.mun.ca</a></li> <li>• Grenfell Campus ITS: (709) 639-2049 Email: <a href="mailto:gcits@mun.ca">gcits@mun.ca</a></li> <li>• Faculty of Medicine ITS: (709) 864-6000</li> <li>• Labrador Campus ITS: (709) 896-6211</li> <li>• Harlow Campus ITS: (01279) 455901</li> </ul>
Conflict of interest	Reports are made in accordance with the <a href="#">Conflict of Interest Policy and Procedures</a> , the <a href="#">Protected Disclosure Policy and Procedures</a> , and the <a href="#">Policy on Ethics of Research Involving Human Participants</a> .	<ul style="list-style-type: none"> <li>• The appropriate Unit Head.</li> <li>• The appropriate Dean, Director, Associate Vice-President, or Vice-President in case of Unit Heads.</li> <li>• The Chair of the Board of Regents in the case of the Vice-Presidents and the President. (The Office of the Board of Regents Bruneau Centre, IIC-1001 Memorial University of Newfoundland 230 Elizabeth Ave St. John's, NL A1C 5S7 Email: <a href="mailto:regents@mun.ca">regents@mun.ca</a>)</li> <li>• The applicable Research Ethics Board when conflicts are related to research involving human subjects. (The Office of the President Memorial University of Newfoundland St. John's, NL A1C 5S7 Email: <a href="mailto:president@mun.ca">president@mun.ca</a>)</li> </ul>

		<ul style="list-style-type: none"> <li>• Or the Protected Disclosure Coordinator (Memorial University of Newfoundland St. John's, NL Tel: (709) 864-4397 Email: <a href="mailto:regents@mun.ca">regents@mun.ca</a>).</li> </ul>
Health and safety incident or hazard	The <a href="#">Health and Safety Policy</a> and the <a href="#">Health and Safety Management System</a> (HSMS).	<p><b>Environmental Health and Safety</b> 14 Phelan Road Memorial University of Newfoundland St. John's, NL Tel: (709) 864 6216 Email: <a href="mailto:health.safety@mun.ca">health.safety@mun.ca</a></p> <p>Or <a href="#">Report an incident or hazard</a> online.</p>
Research misconduct	Reports are made in accordance with the <a href="#">Integrity in Scholarly Research Policy and Procedure</a> .	<p><b>The Office of the President</b> Memorial University of Newfoundland St. John's, NL A1C 5S7 Email: <a href="mailto:president@mun.ca">president@mun.ca</a></p>
Intellectual property	Reports are made in accordance with the <a href="#">Intellectual Property Policy</a> .	<p><b>The Office of the Vice-President (Research)</b> Bruneau Centre, IIC-3003 Memorial University of Newfoundland St. John's, NL A1C 5S7 Email: <a href="mailto:vp.research@mun.ca">vp.research@mun.ca</a> <a href="mailto:avp.research@mun.ca">avp.research@mun.ca</a></p>
Fraudulent activities	Reports are made in accordance with the <a href="#">Internal Audit Policy and Procedures</a> .	<ul style="list-style-type: none"> <li>• The University Auditor. (Bruneau Centre, IIC-1001 Memorial University of Newfoundland 230 Elizabeth Ave. St. John's, NL A1C 5S7 Tel: (709) 864-2198 Email: <a href="mailto:jmdove@mun.ca">jmdove@mun.ca</a>)</li> <li>• The President if the suspected fraudulent activity involves the conduct of a Vice-President. (The Office of the President Memorial University of Newfoundland St. John's, NL A1C 5S7 Email: <a href="mailto:president@mun.ca">president@mun.ca</a>)</li> <li>• The Chair of the Board of Regents if the suspected fraudulent activity involves the conduct of the President. (The Office of the Board of Regents Bruneau Centre, IIC-1001 Memorial University of Newfoundland 230 Elizabeth Ave</li> </ul>

		<p>St. John's, NL A1C 5S7  Email: <a href="mailto:regents@mun.ca">regents@mun.ca</a>)</p> <ul style="list-style-type: none"> <li>• The Chair of the Board Audit and Finance Committee if the suspected fraudulent activity involves the conduct of the Office of Internal Audit.  (The Office of the Board of Regents  Bruneau Centre, IIC-1001  Memorial University of Newfoundland  230 Elizabeth Ave  St. John's, NL A1C 5S7  Email: <a href="mailto:regents@mun.ca">regents@mun.ca</a>)</li> </ul>
<p>Privacy of information</p>	<p>Reports are made in accordance with the <a href="#">Privacy Policy and Procedures</a>.</p>	<p><b>The Information Access and Privacy (IAP) Office</b>  Spencer Hall, Room SP-4018  Memorial University of Newfoundland  St. John's, NL  Tel: (709) 864-7949  Email: <a href="mailto:iap@mun.ca">iap@mun.ca</a></p>
<p>Respectful workplace</p>	<p>Reports are made in accordance with the <a href="#">Respectful Workplace Policy and Procedures</a>.</p>	<p><u>Early resolution of respectful workplace concerns:</u>  Concerns are communicated to the Responsible Person, who could be:</p> <ul style="list-style-type: none"> <li>• The supervisor, manager, Unit Head, or the Human Resources Advisor in case of staff.</li> <li>• The head of the academic unit, the Associate Director, the Office of Faculty Relations, or the campus Human Resources Administrator in case of faculty.</li> </ul> <p><u>Formal respectful workplace complaint:</u>  Written complaints are submitted to the Reviewer, who could be:</p> <ul style="list-style-type: none"> <li>• The Associate Director, Department of Human Resources.  (Department of Human Resources  Memorial University of Newfoundland  230 Elizabeth Avenue, St. John's campus  Fourth floor, Arts &amp; Administration Building, A-4023B  St. John's, NL, Canada  A1C 5S7  Associate Director  Tel: (709) 864-4766  Email: <a href="mailto:mbarron@mun.ca">mbarron@mun.ca</a>)</li> </ul>

		<ul style="list-style-type: none"> <li>• The Associate Director, Office of Faculty Relations. (Office of Faculty Relations Arts &amp; Administration Building Room AA-3037 Memorial University of Newfoundland St. John's, NL A1C 5S7 Associate Director Tel: (709) 864-6896 Email: <a href="mailto:sarah.anthony@mun.ca">sarah.anthony@mun.ca</a>)</li> </ul> <p>Or <a href="#">File a complaint</a> with the Newfoundland and Labrador Human Rights Commission using the <a href="#">Human Rights Complaint Form</a>.</p>
<p>Unauthorized presence or use of weapons, prop weapons, or ammunition on University property</p>	<p>Reports are made in accordance with the <a href="#">Weapons Policy and Procedure</a>.</p>	<p><b>Campus Enforcement and Patrol</b> Non-emergency inquiries: St. John's Campus: (709) 864-8561 Grenfell Campus: (709) 637-6200/6210 Marine Institute: (709) 778-0644 Harlow Campus after hours: 07847 795896</p>
<p>Sexual harassment and sexual assault</p>	<p>Reports are made in accordance with the <a href="#">Sexual Harassment and Sexual Assault Policy and Procedure</a>.</p>	<p><b>The Sexual Harassment Office</b> St. John's campus: Room ER-6038, Sir Alexander Murray (Earth Sciences) Building Tel: (709) 864-8199 Email: <a href="mailto:shoffice@mun.ca">shoffice@mun.ca</a> <a href="mailto:svprevention@mun.ca">svprevention@mun.ca</a></p> <p>Grenfell Campus: Room AS-238, Arts &amp; Sciences Building Tel: (709) 864-8199 Email: <a href="mailto:shoffice@mun.ca">shoffice@mun.ca</a> <a href="mailto:svprevention@mun.ca">svprevention@mun.ca</a></p>
<p>Student non-academic misconduct</p>	<p>Reports are made in accordance with <a href="#">Memorial's Student Code of Rights and Responsibilities</a>.</p>	<p>St. John's Campus Coordinator, Student Code of Conduct Tel: (709) 864-4427 Email: <a href="mailto:studentcode@mun.ca">studentcode@mun.ca</a> Office: UC-4018</p> <p>Marine Institute Director, Student Affairs Tel: (709) 778-0565 Email: <a href="mailto:Angie.Clarke@mi.mun.ca">Angie.Clarke@mi.mun.ca</a> Office: W-3017</p>

		<p>Grenfell Campus  Student Services  Grenfell Campus, Memorial University of Newfoundland  Tel: (709) 637-6232  Email: <a href="mailto:studentservices@grenfell.mun.ca">studentservices@grenfell.mun.ca</a>  Office: AS-278</p>
Student academic misconduct	<p>Reports are made in accordance with <a href="#">University Regulations for Undergraduate Students – Academic Misconduct</a> and <a href="#">University Regulations for Graduate Students – Academic Misconduct</a></p>	<ul style="list-style-type: none"> <li>• The appropriate Head of the Academic or Administrative Unit for graduate and undergraduate students.</li> <li>• The Dean of Graduate Studies for graduate students  (Bruneau Centre, IIC-2012  Memorial University of Newfoundland  230 Elizabeth Ave  St. John's, NL A1C 5S7  Email: <a href="mailto:deansgs@mun.ca">deansgs@mun.ca</a>)</li> </ul>
Grievances and issues of non-compliance of staff Collective Agreements	<p>Reports are made in accordance with the terms of <a href="#">the applicable Collective Agreement</a>.</p>	
Learners who have personally experienced, or Bystanders who have witnessed or are aware of, behavior that is considered Learner Mistreatment in the learning and work environment by a member of the Faculty of Medicine	<p><a href="#">Prevention and Resolution of Medical Learner Mistreatment in the Faculty of Medicine Policy</a></p>	<p>Coordinator, Learner Well-Being and Success  Office of Learner Well-Being and Success  t:(709) 864-6333  e:<a href="mailto:lws@mun.ca">lws@mun.ca</a>  Faculty of Medicine, Room M2M115  300 Prince Philip Drive, St. John's, NL, A1B 3V6</p>