



Policy on Integrity in Research and Scholarship

1. INTRODUCTION

Carrier Sekani Families Services is committed to the healing and empowerment of community members by taking direct responsibility for health, social and legal and research services for First Nations peoples of the Carrier and Sekani territory. CSFS places emphasis on the search for knowledge and its dissemination to the Member First Nations we serve, as well as the larger society. As such, the Agency supports and encourages the highest ethical standards in research through policy designed to guide research practice. Carrier Sekani Family Services has the responsibility to our First Nations communities to ensure that all research concerning member First Nations peoples and communities, including any research collaborations or agency/governmental/foundation sponsored projects, is conducted in a respectful and ethical manner. This policy, in conjunction with the CSFS Research Ethics policy, sets out the obligations of researchers in meeting their professional obligations regarding integrity in research and scholarship.

2. PURPOSE

CSFS is committed to excellence in research and to ensuring that the highest standards of integrity in research and scholarship are understood and practiced. The Agency, and all individuals who complete research with CSFS member First Nations, have a responsibility to maintain the highest ethical standards. Such practices, as noted in the Tri Council Policy Statement: Integrity in Research and Scholarship http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/tpsintegrity-picintegritie_eng.asp include but are not limited to:

- a) Appropriately and fairly recognizing the contribution of individuals, including Member First Nation participants, in the creation of intellectual property.
- b) Respecting traditional knowledge and the systems from which it is derived.
- c) Using unpublished or published materials of others only with permission and appropriate acknowledgement.
- d) Following the regulations and requirements of granting agencies, including proper use of funds.
- e) Using scholarly and scientific rigour and integrity in obtaining, recording and analysing data, and in reporting and publishing results.
- f) Development of research protocols as appropriate, ensuring that methods of data collection, storage, analysis and dissemination meet community needs and generally accepted research practice.

3. SCOPE

This policy and the procedures contained in this document apply to all researchers and other persons involved in conducting research with a CSFS Member First Nation.



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4. DEFINITIONS

‘The Agency’ refers to Carrier Sekani Family Services

“Member First Nations” for the purposes of this document, are the eleven First Nations communities that are members of the Carrier Sekani Family Services including Burns Lake Band, Cheslatta Carrier Nation, Lake Babine Nation, Nadleh Whut’en, Nee Tahi Buhn, Saik’uz First Nation, Skin Tye Band, Stelat’en First Nation, Takla Lake Band, Wet’suwet’en First Nation, and Yekooche First Nation.

“Participants” for the purposes of this document, are individuals who provide primary information for a specific research project.

“Research” for the purposes of this document, is the systematic investigation and presentation of information involving member First Nations and their community members. Generally, informal communication between a CSFS employee, or those who provide services to CSFS communities and a community member used to gain understanding of community is not considered research under this policy.

“Researcher” for the purposes of this document, a researcher includes:

- a) Any person who conducts or advances research on behalf of, or in partnership with, the Agency.
- b) Any person who conducts research using Agency resources including research space, materials, equipment or financial or human resources.

“Research and Scholarly Misconduct” as used in this document, includes but is not limited to the following:

- a) Fabrication or falsification of data.
- b) Plagiarism, theft of ideas or appropriation of another’s work.
- c) Failure to adequately recognize the contributions of those involved in the research.
- d) Acquisition of cultural items, including intellectual property, without due benefit to those entitled to the items.
- e) Failing to comply with federal, provincial, university, granting agency or CSFS, regulations outlining the protection of researchers, human subjects or the public.
- f) Abuse of power in research activities impacting collaborators, participants or other members of CSFS communities.
- g) Failure to reveal a conflict of interest during review of research grant applications.
- h) Failure to reveal to CSFS any financial interest, direct or indirect, in a company that contracts with CSFS to undertake research



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5. PROCEDURES FOR REPORTING AND INVESTIGATING RESEARCH AND SCHOLARLY MISCONDUCT

Allegations of Research and Scholarly Misconduct against individuals associated with CSFS will be taken seriously and will be treated in a manner that protects, to the extent possible, both those bringing the allegation and those named. All allegations and subsequent investigations will be completed as quickly as possible while respecting due process and natural justice. These procedures are to address Research and Scholarly Misconduct on the part of anyone involved in research activities with CSFS.

The following steps will be used regarding allegations of Research and Scholarly Misconduct:

- a) Individuals who believe they have well-founded suspicions of Research and Scholarly Misconduct or who have allegations of scholarly misconduct reported to them, should report the matter to the Executive Director of Research, Primary Care and Strategic Services.
- b) The reported allegation may be written or verbal.
- c) A reported allegation must include:
 - a. The date and time of each incident you wish to report
 - b. The name of the person or persons involved in the incident
 - c. The name of any person or persons who witnessed the incident
 - d. A full description of what occurred
- d) Upon receiving an allegation, The Executive Director of Research, Primary Care and Strategic Services will initiate an investigation within three (3) days and complete a thorough investigation within two (2) weeks.
- e) If the circumstances allow, parties are encouraged to resolve the matter through collaborative practices such as mediation at any stage of the allegation. The Executive Director of Research, Primary Care and Strategic Services may involve the CSFS Justice Team to aid in the mediation process. If the mediation is successful, no further action will be taken.
- f) Recognizing that CSFS often partners with Universities on research, where applicable CSFS will notify and work with appropriate University personnel when conducting an investigation.
- g) The investigation will include:
 - a. Informing the alleged offender(s) of the complain
 - b. Interviewing the complainant(s), alleged offender(s) and any identified witnesses
 - c. Collecting and reviewing documents
 - d. Consulting with impartial experts in the field in question as necessary and appropriate.
 - e. Notifying appropriate University personnel of the allegation.
 - f. Notifying third parties such as funders as appropriate.
- h) The Human Resources Manager will maintain all records including investigation notes and findings in accordance with legislation. If the allegations are deemed to be without merit, the records will be destroyed in accordance with CSFS practice.



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6. ACTION TAKEN BASED ON INVESTIGATION

- a) If the Executive Director of Research, Primary Care and Strategic Services determines through investigation that the allegation has no merit, all practical steps shall immediately be taken to redress any harm to the individuals involved as well as the reputation of CSFS that may have resulted from the allegation.
- b) If the Executive Director of Research, Primary Care and Strategic Services that the allegation has merit, he/she will consider the seriousness of the incident and consult with the Chief Executive Officer and external partners to determine how CSFS will proceed.
- c) Potentially criminal behaviour (e.g. assault, sexual assault, threats of harm, etc.) will be addressed to the police.
- d) The Chief Executive Officer will implement appropriate penalties, reprimands and/or remedies on a CSFS employee consistent with the nature and seriousness of the misconduct as per the CSFS Administrative Procedures Manual.
- e) The Chief Executive Officer will notify the appropriate University personnel of penalties or reprimands against a university researcher. Sanctions against a university researcher may include but are not limited to refusal of future research within a CSFS Member First Nation and notification to funders.