

Council Policy No.:	CP2016-002
Council Policy Name:	Whistleblower Policy
Date Approved by Council:	January 28, 2014
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

## **Policy Statement and Rationale:**

The City of Kawartha Lakes has a Code of Conduct policy that requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. Employees' conduct, both on and off the job, must reflect favorably upon the City of Kawartha Lakes.

The following Whistleblower Policy is intended to encourage and enable employees to raise serious concerns about violations of the City of Kawartha Lakes Code of Conduct policy or other policies. The Whistleblower Policy provides that employees may report complaints and allegations concerning violations of the Code of Conduct to the Director of Corporate Services.

## **Scope:**

This policy relates to all Employees of the City of Kawartha Lakes. It includes the responsibility to report and the protection against retaliation.

## **Policy:**

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the organization nor should it be used to reconsider any matters which have been investigated under another process such as the Workplace Harassment policies or grievance procedures provided by a Collective Agreement.

## **What is Whistleblowing?**

Whistleblowing is the confidential disclosure by an individual of any concern encountered in the workplace relating to an observed or alleged wrongdoing. This organization considers such wrongdoing to include:

- General malpractice – such as immoral, illegal or unethical conduct; (including where someone's health & safety has been put in danger or violations of the Human Rights Code)
- Gross misconduct; (including theft, fraud, misappropriation of funds)



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- Serious infractions of the City of Kawartha Lakes Code of Conduct policy;
- Potential infractions of legislation or regulations specific to the employee's area of responsibility; and
- Potential infractions of Purchasing Policy, Expense Policy or other applicable corporate financial policies or processes.

## **Reporting Complaint or Concern**

Any person with a complaint or concern in accordance with this policy may submit their concern in writing to the Director of Corporate Services or in their absence the Corporate Services Manager – Human Resources. Your submission should include a detailed description of the activity for which you have a complaint or concern and, if known, should specify the date(s) and location(s) of such activity.

## **Confidentiality**

Alleged violations may be submitted on a confidential basis by the complainant. The name of the complainant will be kept confidential, unless the matter, due to the severity, is referred to the Police and/or court system.

## **Handling of Reported Violations**

The Director of Corporate Services or in their absence the Corporate Services Manager, Human Resources will acknowledge receipt of the written complaint within five business days by sending a confidential letter to the employee, with a copy to the Chief Administrative Officer (CAO). All reports will be promptly reviewed. Investigations and appropriate corrective action will be taken if warranted.

## **No Retaliation**

No employee who reports a complaint or concern shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a complaint or concern is subject to discipline up to and including termination of employment.

## **Handling of Financial Complaint or Concern**

The Director of Corporate Services or in their absence the Corporate Services Manager, Human Resources will enlist the assistance of other staff members, where applicable, in the investigation of complaints under this policy. Written reports of the investigation findings will be provided to the CAO following the completion of the investigation and no later than 15 business days afterwards. In an attempt to maintain the confidentiality for the accused, the findings of the investigation will not be shared with the complainant.

## **Reasonable Grounds:**



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Anyone filing a Complaint or Concern should have reasonable grounds before reporting such Complaint or Concern.

## Revision History:

Revision	Date	Description of changes	Requested By