

# **Protected Disclosure (Whistleblower) Policy**

## **1.0 Policy Statement**

To provide a disclosure mechanism by which employees, members of Council, volunteers, contractors and other stakeholders can report wrongdoing, and to provide protection to those who report wrongdoing.

## **2.0 Scope**

All employees, members of Council, volunteers, contractors and other stakeholders.

## **3.0 Background**

The City is committed to the highest ethical standards. We do this by conducting our business with maximum integrity and by achieving full compliance with all applicable laws, policies, rules, and regulations. In line with this commitment, the City provides an avenue to raise any concerns about the subjects covered by this policy and to be assured that in making complaints the Discloser will be protected from reprisal or victimization for raising their concerns in good faith.

## **4.0 Purpose**

This policy covers instances where an employee, member of Council, volunteer or other stakeholder has evidence of wrongdoing by any City employee, volunteer or retained consultant that to their knowledge constitutes:

- accounting, auditing, financial reporting, or other financial fraud or misrepresentation;
- an act or omission constituting an offence of municipal, provincial or federal laws or regulations that could result in fines or civil damages payable by the City, or that could otherwise significantly harm the City's reputation or public image;
- unethical business conduct in violation of any City policy;
- gross mismanagement, including of City funds or assets;
- an act or omission that creates a substantial and specific danger to the health, safety, or well-being of employees, volunteers and/or the public (including any real or perceived threat of workplace violence or harassment) other than a danger that is inherent in the performance of the duties or functions;
- knowingly directing or counseling an individual to commit wrongdoing.


Complaints that are not made in good faith will be viewed as a serious offence and may be subject to discipline up to and including discharge in the case of employees, and/or the severing of the relationship with volunteers, suppliers/contractors, or other stakeholders. The City will not permit any employees or volunteers to harass, retaliate or discriminate against those other employees, volunteers and stakeholders (the Discloser) who, in good faith, report wrongdoing. Retaliation in any form will not be tolerated and should be reported as outlined in the procedure. Any violation of this Policy may subject the violator to disciplinary action, which may include, in appropriate circumstances, termination of employment or legal action.

## 5.0 Related Procedure

Refer to the City's companion documents:

- Protected Disclosure (Whistleblower) Procedure
- Disclosure Report Form

## 6.0 Approvals



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Steve Kent, Chief Administrative Officer

August 7, 2018

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Date