



Clear Hills County

Effective Date: **August 27, 2013**

Policy Number: **1129**

Title: **Whistle blower Protection Policy**

Clear Hills County requires Councillors, Board Members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Clear Hills County, the utmost honesty and integrity must be adhered to in fulfilling responsibilities and comply with all applicable laws and regulations. Wrongdoing will include acts as the following but not limited to;

- i. Illegal acts
- ii. Threats to health, safety or environment
- iii. Gross mismanagement of public funds

1. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Clear Hills County can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Clear Hills County's code of ethics or suspected violations of law or regulations that govern Clear Hills County's operations

2. No Retaliation or Reprisal for Reporting Wrongdoing Acts

As per the Whistleblower act of Alberta any retaliation against individuals reporting infractions will be subject to penalties under the Whistleblowers Act and law.

Retaliation will include acts as the following but not limited to;

- i. Dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job location, reduction in wages, change in hours of work or reprimand
- ii. Threats to take adverse action

3. Reporting Procedure

All suspected infractions shall be reported to the Chief Administrative Officer and if not comfortable infractions may report to Municipal Affairs advisor or the Solicitor General.

4. Chief Administrative Officer

The Clear Hills County's Chief Administrative Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and reported back to complainant on the findings of the investigation.

The number of incidences will be reported annually in the financial statement.

5. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

7. Compliance Officer:

- Chief Administrative Officer
- Municipal Affairs Advisor
- Solicitor General

Adopted

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