



Windsor Elms Village

ADMINISTRATIVE MANUAL

Policy & Procedure

Title:	Whistleblower & Disclosure of Wrongdoing	Number:	AD 60-11
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Distribution:	All Care Partners	Approval:	Leadership Team

STANDARD

DHW Long Term Care Program Requirements, FINAL May 2022

8.2 Risk Management – Systems and processes are in place to minimize risk to residents, staff, volunteers, visitors and the home.

i) A disclosure of wrongdoing policy and procedures regarding disclosing, reviewing, investigating and tracking concerns about wrongdoing.

WEV Guiding Principles

Trust and accountability in and to each other.

- We share what we are doing and why.
- We take responsibility for our actions, decisions and impacts.
- We tell the truth.

RATIONALE

Domain of Well-Being - SECURITY: freedom from doubt, anxiety, or fear; safe, certain, assured; having privacy, dignity, and respect.

In order to maintain a safe and secure Home, there needs to be a process in place that encourages openness. Therefore Windsor Elms Village will encourage a work environment where employees feel safe to report any wrongdoing they may encounter and that they do so without fear of reprisal.

POLICY

There is a process in place for employees to disclose a wrongdoing, so that appropriate corrective action may occur as soon as possible.

PROCEDURE

1. An employee or volunteer, who reasonably believes that they are being asked to commit a wrongdoing or who has witnessed a wrongdoing must disclose the matter to the CEO immediately. This should be submitted in writing. In the event the wrongdoing is perceived to have been done by the CEO, the employee or volunteer should disclose the matter to the Director of People, who

will forward to the Board Chair in writing. (See Appendix A for Disclosure of Wrongdoing Report Form)

2. The CEO is committed to ensuring that all allegations of wrongdoing will be properly and carefully investigated. All interviews and information obtained or recorded shall be dealt with as confidentially as is possible. Investigations and decisions will be made in as timely a manner as possible.

The CEO will complete an internal investigation following four steps:

1. Preparing for the Investigation
2. Interviews and Information Gathering
3. Analysis and Report
4. Decision and Implementation

If there is imminent danger to life, health or safety of a person and if there is not enough time to perform an investigation, the wrongdoing should be reported to the police department.

3. **Employees who report wrongdoing in good faith** are protected from any form of reprisal action taken against them. An employee is also entitled to a written response to their disclosure.
4. **An employee who makes a disclosure in bad faith** could face appropriate disciplinary action. Bad faith disclosures are disclosures that are made either falsely or without reasonable information that wrongdoing has occurred.

Examples of when a disclosure is made in bad faith include but are not limited to a disclosure that is lacking in substance; clearly unreasonable, intended to annoy or irritate someone without reasonable or probable cause or excuse; or where the party actually was attempting to abuse or misuse the legal process.

DEFINITIONS

Examples of a wrongdoing:

- Breaking the law;
- Not carrying out official activities in relations to public funds or property;
- Deliberately mismanaging money or property
- Either doing something, or omitting something that creates danger to someone's health or life;
- Any kind of action against someone who has reported a wrongdoing.

What is reprisal action?

Any reprisal action taken *against* an employee **because** they have disclosed a wrongdoing, are considering disclosing a wrongdoing, or participate in a disclosure of wrongdoing investigation, is considered to be reprisal action and is in itself a wrongdoing.

Some examples of reprisal are: demotions, disciplinary action, firing, anything that negatively affects an employee's work conditions, or threats to take any of these actions.

REFERENCES

Nova Scotia Public Service Commission

Definitions and Explanations taken from their Disclosure of Wrongdoing Policy:

Wrongdoing; What is a Reprisal Action

An employee who reports a wrongdoing in good faith

An employee who makes a disclosure in bad faith

When to report a wrongdoing to the Police Department

See also other related Windsor Elms Village Policies

Resident Abuse Prevention and Response, AD 60-03

Disclosure of Adverse Events, AD 60-06

Incident Reporting, AD 60-01

