



EMPLOYMENT POLICY MANUAL

Subject: Whistle Blower Policy	Approval Date: June 17, 2013	By-Law No. 1785-13
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1. POLICY STATEMENT

The Municipality of Red Lake requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Municipality, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

2. REPORTING RESPONSIBILITY

It is the responsibility of all employees to comply with this policy and to report violations or suspected violations in accordance with the Whistle Blower Policy.

3. NO RETALIATION

No employee, who in good faith reports a violation of this Policy, shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle Blower Policy is intended to encourage and enable employees and others to raise serious concerns within the Municipality rather than seeking resolution outside the Municipality's governance.

4. REPORTING VIOLATIONS

This Policy reinforces the Municipality's open door policy and recommends employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the CAO or a Senior Staff member whom you are comfortable in approaching. Supervisors and Senior Staff are required to report suspected violations of this Policy to the CAO, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud violations, or when you are not satisfied or uncomfortable with following the Municipality's open door policy individuals should contact the CAO.

5. COMPLIANCE OFFICER

The Municipality's Compliance Officer will be the CAO. The CAO is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Policy and, the CAO shall advise Mayor and Council.



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6. MAYOR AND COUNCIL

Mayor and Council shall address all reported concerns or complaints regarding Municipal accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Mayor of any such complaint and advise all Members of Council as soon as possible.

7. ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of this Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. 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.

8. CONFIDENTIALITY

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

9. HANDLING OF REPORTED VIOLATIONS

The CAO will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.