

Whistleblower Policy

It is South Central Community Action Partnership (SCCAP) policy that any employee shall be free without fear of retaliation to make known allegations of alleged misconduct existing within SCCAP that he/she reasonably believes evidence:

- An abuse of authority, gross misconduct, or gross waste of money; or
- A substantial and specific danger to public health or safety; or
- A violation of law.

A representative of SCCAP shall not take any personnel action as retaliation against an employee or applicant who discloses truthful information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other SCCAP policy.

This policy does not apply to a disclosure that is specifically prohibited by law.

Legitimate complaints should be communicated directly to the Executive Director of SCCAP. In the event that this conflicts with the interests of the complaint (i.e. the Executive Director is the accused), complaints may be submitted to the Chairman or any other member of SCCAP's Board of Directors.

Complaint Investigation and Confidentiality

All complaints will be investigated promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of misconduct, will be kept as confidential as reasonably possible.

Discipline

Any employee found to have engaged in retaliation towards a whistleblower is subject to severe discipline, up to and including termination.

Definition of Misconduct: A wrongful, improper or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts. Minor misconduct is seen as unacceptable but is not a criminal offense. (Including, but not limited to: Excessive tardiness, failure to notify of an absence, insubordination, rude or abusive language, failure to follow policies and procedures, dishonesty and bullying.)

Definition of Gross Misconduct: As the name suggests, is much more serious. It can take many forms, ranging from offences which jeopardise the functioning of your business or the safety and well-being of your staff. (Including, but not limited to: Fighting, racial abuse, criminal damage to work property, violation of an agency policy knowingly, disrespecting a position of authority, theft, fraud, harassment or discrimination towards other employees, customers or the employer and leaking confidential information.)