

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: WASTE, FRAUD AND CORRUPTION**

**Applies to:** All Personnel, Volunteers and Persons Served

Original Effective Date: June 27, 2005

Effective Date: March 5, 2020

Replaces Procedure Dated: December 21, 2012

For the following procedures, if the alleged offender is the executive director, the president of the Board of Directors replaces the executive director. If the alleged offender is a board member, the president replaces the executive director however he or she may complete in consultation with the executive director. If the alleged offender is the president of the board, the board vice-president replaces the executive director however he or she may complete in consultation with the executive director.

1. Any employee, volunteer or person served who witnesses, discovers, suspects, believes or has wasteful, fraudulent or corrupt activity reported to them, must report the information immediately to the executive director or designate.
2. The person reporting will prepare a written statement detailing the incident or suspicion immediately.
3. The executive director or designate, will notify the president of the Board of Directors.
4. The president, in consultation with the executive director will take protective steps. If the person is:
  - An employee: The employee will be immediately suspended with or without pay, pending the results of an investigation. Society keys and credit cards will be returned, the person's name removed from credit accounts and all security codes changed.
  - A volunteer: The volunteer will be required to stay away from the facility. Society keys will be returned and all security codes changed.
  - A visitor: The visitor may have visiting times restricted to allow full supervision during visits.
  - An individual receiving services: The person may be required to stay away from the facility or their attendance restricted to allow full supervision.
5. The president in consultation with the executive director will determine the type of investigation that will happen:
  - An internal investigation to be completed by the president, executive director and or their designates.
  - An external investigation, which could include an auditor, the RCMP or the organization's funding body.
6. Their findings will be reported to the Board of Directors and if applicable to Pathways Abilities Society funding bodies and/or the Community Care Facilities Branch. If there are recommendations for actions the executive director or designate will implement the

recommendations within 5 working days and report the information to the Board of Directors.

7. If there are findings of wasteful, fraudulent or corruptive activity, the following will happen if the person is:

- An employee: Further action, including disciplinary measures and employment termination will be taken as deemed appropriate by Pathways Abilities Society policies, procedures, the collective agreement and Pathways Abilities Society contractual requirements. Charges may be laid and full restitution (payback) sought.
- A volunteer: Will have their position with the organization discontinued and refused further entry to any of the organization's facilities. Charges may be laid and full restitution (payback) sought.
- A visitor: Will be refused further entry to any of the organization's facilities. Charges may be laid and full restitution (payback) sought.
- An individual receiving services: The person may be discharged (have to leave Pathways Abilities Society) from service. Charges may be laid and full restitution (payback) sought.

8. If there are no findings of wasteful, fraudulent or corruptive activity, the following will happen if the person is:

- An employee: The employee will be reinstated with full back pay and a letter will be put in their file stating there was no evidence of wrongdoing.
- A volunteer: The person may resume their previous position.
- A visitor: The visitor will be allowed to visit freely.
- An individual receiving services: The person will be reinstated (start service again) and a letter will be put in their binder stating there was no evidence of wrongdoing.