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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Reporting Wrongdoing**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

Wrongdoing can occur in many types and forms. Whatever form wrongdoing takes, it should not be part of [Employer]'s workplace. To prevent wrongdoing, [Employer] must know about wrongdoing. Therefore, if you witness, hear of, or suspect wrongdoing has occurred in the workplace or at a workplace event, it is important that you report what you know immediately.

**Scope:**

This applies to all personnel.

**Procedure:**

**Reporting Wrongdoing**

If you are experiencing any type of wrongdoing , or if you know of, or suspect, wrongdoing by another employee or workplace participant, you must report it immediately to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Compliance Department].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [e.g., Human Resources Department, Personnel Department, EEO Department, Compliance Department or the President, CEO].

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of wrongdoing to any person not listed above does not constitute a report.

**Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant, who retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, or any other unfair treatment or abuse of power.

**Workplace Investigations**

A report of retaliation for reporting a violation of this policy or a report of a violation of this policy, that is made to those listed above, will result in an appropriate investigation of the allegations made in the report. \_\_\_\_\_\_\_\_\_\_\_ may use third parties to investigate allegations

All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have violated this policy, discriminated, or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior violations, discrimination and/or retaliation.

**Knowingly False Reports Prohibited**

Any employee or workplace participant who makes a knowingly false report of a violation of this policy will be subject to discipline, including termination.

**Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to (e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Benefits Department, or Compliance Department].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [e.g., Human Resources Department, Personnel Department, EEO Department, the Benefits Department, Compliance Department, or the President, CEO].

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

VFISHRHelp.com – Reporting Wrongdoing