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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** |

**Workplace 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.***

**Purpose:**

Bring ethical includes not only following the law, but also choosing the ethical path in your decisions and actions.

**Scope:**

This applies to all personnel.

**Procedure:**

For that reason, \_\_\_\_\_\_\_\_\_\_\_\_\_ does not tolerate and prohibits wrongful, illegal, unethical or harmful behavior by its employees or any person who interacts with \_\_\_\_\_\_\_\_\_\_\_\_\_.

Prohibited wrongdoing includes, but is not limited to:

* Stealing, whether from \_\_\_\_\_\_\_\_\_\_\_\_\_, customers, vendors, suppliers, coworkers or any other participant in \_\_\_\_\_\_\_\_\_\_\_\_\_ workplace.
* Embezzlement, including embezzlement of \_\_\_\_\_\_\_\_\_\_\_\_\_ funds or the funds of co­ workers, customers, clients, vendors, suppliers, or other workplace participants.
* Fraud, including, but not limited to, providing false or misleading information on time sheets, account sheets, expense forms and making false claims under \_\_\_\_\_\_\_\_\_\_\_\_\_ insurance or benefits policies.
* Pilfering of \_\_\_\_\_\_\_\_\_\_\_\_\_ property for personal gain [including theft of postage and copies].
* Intentional destruction of \_\_\_\_\_\_\_\_\_\_\_\_\_ property.
* Improper use or expenditure of \_\_\_\_\_\_\_\_\_\_\_\_\_ resources [including, but not limited to, utilizing \_\_\_\_\_\_\_\_\_\_\_\_\_ personnel for projects, tasks or work outside the scope of \_\_\_\_\_\_\_\_\_\_\_\_\_ business, \_\_\_\_\_\_\_\_\_\_\_\_\_ computer, internet and telephone resources and privileges for personal or financial gain, or using your affiliation with \_\_\_\_\_\_\_\_\_\_\_\_\_ for personal or financial gain.
* Illegal gambling, including placing or taking illegal bets during work hours on \_\_\_\_\_\_\_\_\_\_\_\_\_ property or by using \_\_\_\_\_\_\_\_\_\_\_\_\_ resources, including computer resources for gambling.
* Utilizing \_\_\_\_\_\_\_\_\_\_\_\_\_ resources or personnel to conduct a business separate and distinct from the mission of \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Illegal or unethical accounting or business practices including, but not limited to, misleading statements or reports of \_\_\_\_\_\_\_\_\_\_\_\_\_ financial condition.
* Improper or unprofessional interaction with other employees, vendors, customers or workplace participants, including, but not limited to, sexual, racial and other forms of illegal harassment, and other abusive or disrespectful behavior meant to degrade others.
* Illegal billing practices, including submitting false statements or invoices, overcharging or undercharging for products or services; mischaracterization of products or services; or any other billing practice prohibited by local, state or federal law.
* Illegal practices that can harm the public; contravenes public policy or the public good; or harms \_\_\_\_\_\_\_\_\_\_\_\_\_ in any manner.
* Improper or illegal disclosure of confidential information of the \_\_\_\_\_\_\_\_\_\_\_\_\_ or the medical or health information of employees and patients.
* Illegal or improper acts performed as part of your employment, including any breach of duties owed to the public, shareholders, employees, the owners of \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Makin knowingly false claims, bearing false witness, or knowingly or recklessly creating false light against other employees, management, customers or others that interact with \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Improper or illegal retaliation, including the denial of employment opportunities to employees for filing a complaint or making a report; reporting a violation of this e.g., employee handbook , handbook, manual, policy manual, policy guideline; filing a complaint of wrongdoing like discrimination or harassment; or blowing the whistle or acting as a witness to any illegal activity.
* Intentional violations of the policies in this (e.g., employee handbook, handbook, manual, policy manual, policy guideline).

**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, owner].

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**

Retaliation can include, but is not limited to harassment, discrimination, or any other unfair treatment or abuse of power.

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation 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 .

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_ 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 retaliated against another in violation of this policy or who have violated 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 policy violations and/or retaliation.

**Knowingly False Reports Prohibited**

Any employee or workplace participant who makes a knowingly false report of a violation of this policy or retaliation 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, 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, 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 – Workplace Wrongdoing