


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
General Administration	Workplace Wrongdoing/Whistleblower Policy	 900.510

PURPOSE:

All Fire Department employees are required to observe and uphold standards of professional and personal conduct and ethics while fulfilling their job duties.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. All employees of the Fire Department should promptly report actual or suspected occurrences of illegal or unethical behaviors or workplace wrongdoing, and may do so without fear of retribution.

- B. Workplace wrongdoing may include, but are not limited to, the following:
 - a. Violation of any organizational policy.
 - b. Violation of any local, state, or federal law.
 - c. Any instruction to violate or assist in violating any local, state, or federal law, regulation or any order to work outside the scope of job duties that would unreasonably threaten the health or safety of the Department’s employees or the public.
 - d. Use of Fire Department’s property, authority, or resources for personal gain or other non- organization-related purpose.
 - e. Improper accounting or auditing matters.

- C. Non-Retaliation: The Fire department prohibits and does not tolerate retaliation against any Department employee because of another employee’s participation in protected activities, including but not limited to the following:
 - a. Good faith reporting of workplace wrongdoing,
 - b. Making a protected claim against the Department,
 - c. Participating in any related investigation, or
 - d. Properly using the Fire Department benefits.

Initial Approval: 2/23/11 Revision Date:	Page 1 of 2	Sam Saunders, Chairman ORIGINAL SIGNED
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- D. Any employee who engages in such prohibited retaliation is subject to disciplinary action up to and including termination. Regardless of title or position, no person has the authority (expressed, actual, apparent, or implied) to retaliate against another employee.

- E. Reporting Procedures: If an employee is subjected to or has observed a work-related wrongdoing, that employee is required to report it to her/his supervisor, Fire Chief, and/or Human Resource Representative. Refer to Policy 900.201.1 Complaint Reporting and Investigation Procedures.

- F. Non-Confrontation: An employee is not required to directly confront any persons who are the source of the suspected problem or who are closely associated with the person who is the source of the problem. Instead, an employee may utilize any of the recommended safe avenues of internal complaint. Employees are required to make a reasonable effort to bring forward any allegations of workplace wrongdoing so the Department may promptly stop such wrongs and prevent future occurrences.

- G. Investigation: The Fire Department will promptly and thoroughly investigate employee complaints or allegations (refer to policy 900.201.1 Complaint Reporting and Investigation Procedures) and take appropriate measures to stop workplace wrongdoing and prevent future occurrences.

- H. Confidentiality: Reports of policy violations or suspected violations will be kept as confidential as possible, while still allowing for a comprehensive and adequate investigation. An individual may submit concerns anonymously keeping in mind that in the course of the investigation, it may become necessary that the source of the complaint be identified. The Department is committed to facilitating discreet investigations that are equitable to all parties involved; however, absolute confidentiality cannot be guaranteed.

- I. False Allegations: The Fire Department recognizes that making false accusations of workplace wrongdoing in bad faith can have serious consequences for those who are wrongly accused. To that end, the Department prohibits deliberately making false and/or malicious allegations as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action up to and including termination.