


ST. JOSEPH'S HOME POLICY AND PROCEDURE

Title: Whistleblower		P & P # Administrative W001		
Approved by:  Administrator		# of Attachments		
Original Issue Date: 1/10/2013	Revision Date: 2/4/2014	Reviewed Date: 08/2020	Replaces P & P:	Effective Date: 08/2020

St. Joseph's Home is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and St. Joseph's Home's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

If any employee reasonably believes that some policy, practice, or activity of St. Joseph's Home is in violation of law, a written complaint may be filed by that employee with the Administrator/CEO of the facility.

It is the intent of St. Joseph's Home to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation. The protection described below is only available to employees that comply with this requirement.

This policy is intended to cover protection for an employee who raises concerns regarding St. Joseph's Home, such as:

- Incorrect/fraudulent financial reporting
- Unlawful activity
- Activities that are not in compliance with St. Joseph's Home policies, including employment policies
- Activities which otherwise amount to serious improper conduct

St. Joseph's Home will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of St. Joseph's Home, or of another individual or entity with whom St. Joseph's Home had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

St. Joseph's Home will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of St. Joseph's home that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

An employee who reports an issue under this policy that is not done in good faith is subject to discipline, including termination of the employee relationship, or other legal means to protect the reputation of St. Joseph's Home.

The identity of an employee who reports an issue under the policy shall remain confidential to those persons designated by Administrator/CEO of St. Joseph's Home to investigate a claim, unless the issues required investigation by law enforcement, in which case the employee's name may be shared with legal authorities.