

SCOPE

All Employees

RATIONALE

To respond to suspected fraud, theft or crime against the person in a fair, consistent, expedient and professional manner.

POLICY

Community Care Peterborough (CCP) does not tolerate any acts of fraud, theft or crimes against the person.

In response to allegations of theft, fraud or related offence, the Executive Director (or designate) may suspend or reassign the employee during a period of fact-finding or investigation.

The Executive Director has the authority to terminate the employment of any employee who is convicted of theft, fraud, crime against the person, Community Care or a related crime. These convictions constitute a breach of the fundamental trust that must exist between the employee and the agency and may result in immediate dismissal.

In all cases, employees will contact the Executive Director (or management) should they feel that a crime has been committed. Any CCP investigation of a suspected act of fraud, theft or crime against the person will not interfere with that of a police service.

If the Executive Director is the suspect, the President of the Board of Directors will perform the procedures outlined below.

PROCEDURES

1. Any case of suspected fraud, theft or crime against the person will be reported immediately to the Executive Director (or management). The person reporting the incident will forward a completed *Workplace Incident Investigation Report form* to the Executive Director within 2 business days or sooner if possible.
2. Upon receipt of the *Workplace Incident Investigation Report form*, the Executive Director will immediately modify the work of any suspect employee or reassign the employee involved. If this is not possible, the Executive Director will suspend the employee with pay until suitable alternate work is available or the person is cleared.

3. Within 2 business days, the Executive Director or designate will speak with all parties involved to:
 - a) Clarify/verify information; and
 - b) Obtain a signed account of the events from all parties involved except as noted in paragraph 4, below.

4. If the police have been contacted, the Executive Director/designate will first speak with the investigating officer/designate. The Executive Director will take all reasonable steps to ensure that CCP's inquiries do not conflict with any police investigation.

5. If fraud or theft appears to have been committed or planned, the Executive Director will:
 - a) Advise the assumed victim to contact police;
 - b) Consult with CCP's lawyer;
 - c) Consult with the police;
 - d) Consult with CCP's insurer; and/or
 - e) Consult with any other party as appropriate.

Approved: *Deblain* Date: 3 Oct. 2018
(Signature - Executive Director)

Reference:

HR-3-10 Code of Conduct
HR-9-20 Termination of Employment
Workplace Incident Investigation Report form