

Section	4	Orientation and Working Conditions	Effective Date:	December 2010
Sub-Section	4-27	Waste, Fraud, Abuse of Property	Last Revised Date:	
<i>Approval: Executive Director</i>			Reviewed:	August 2013
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POLICY OF WASTE, FRAUD, ABUSE AND OTHER WRONG DOING

Waste: The careless and deliberate expenditure or allocation of resources in excess of need.

Fraud: A dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled.

Abuse/Wrong Doing: The misuse or abuse of the Organization’s practices or persons served properties and associated materials so as to gain a personal advantage for some other purpose that is not in the best interests of the Organization.

Policy:

The organization will conduct its affairs in a professional, responsible and transparent way. Community Living North Grenville will follow all applicable laws, contractual requirements with the Ministry of Community and Social Services and CARF standards.

Accordingly:

- All staff, volunteers, students know how to recognize actual or suspected fraud, waste, abuse or other wrongdoing through the organizations Standards of Conduct.
- All staff, volunteers, students will promptly report any suspected fraud, waste, abuse or wrongdoing to their direct supervisor or to the Executive Director.
- Community Living North Grenville takes proactive steps to prevent, detect and report fraud, waste, abuse or wrongdoing.
- Community Living North Grenville documents, investigates and deals with all reports, allegations and proven instances of fraud, waste, or other wrongdoing.
- Investigations will be initiated within ten working days.
- Management, staff, volunteers and students work together to create an organizational culture and environment that is safe and inhibits negative actions.
- All staff, volunteers and students will strictly adhere to the organization’s Standards of Conduct.

Prevention:

- All staff, volunteers and students are responsible for knowing the signs of potential fraud, waste, abuse and other wrongdoing. These include but are not limited to prime documents being lost and replaced by photocopies, unexplained changes in lifestyles, staff purchasing items on behalf of people served without using their identification cards

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and stakeholders insisting on dealing only with particular staff members, applying corporate or persons served credits ie: air miles, aboriginal cards, to personal credits.

- The organization is responsible for the following additional preventative steps:
 - ✓ Manage risks to which systems and procedures are exposed through the organizations Risk Management Plan.
 - ✓ Ensure staff, stakeholders, volunteers and students are aware of and understand the organizations Standards of Conduct.
 - ✓ Ensure adequate training of new and existing staff members.
 - ✓ Maintain a complaints process which is non-threatening and free from retaliation for staff, stakeholders and persons served.

The Organization will not tolerate any retaliation by employees toward another employee in response to a report brought forward by an employee in the established manner, regarding waste, fraud and/or abuse.

Retaliation: Includes but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment or unwanted sexual contact toward a complainant or the complainant's relatives, friends or associates.