



POLICY TITLE:

WHISTLEBLOWER POLICY

POLICY STATEMENT:

The Town of Rainbow Lake requires Councillors, Board Members, Officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Town of Rainbow Lake, the utmost honesty and integrity must be adhered to in fulfilling responsibilities and comply with all applicable laws and regulations. Wrongdoing will include acts as the following but not limited to:

1. Illegal acts
2. Threats to health, safety or environment
3. Gross mismanagement of public funds

EFFECTIVE DATE:

April 7, 2022, per resolution no. 100-2022

DEFINITIONS:

- 1.1** In this policy:
- a) "CAO" shall mean the Chief Administrative Officer of the Town of Rainbow Lake
 - b) "Employee" – Means all Councillors, Board Members, Managers, employees and volunteers.
 - c) "Town" – The Town of Rainbow Lake

POLICY GOALS AND OBJECTIVES:

2. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Town can address and correct inappropriate conduct and actions. It is the responsibility of employees to report concerns about any misconduct or violations of law or regulations that govern the operations of the Town.

3. **No Retaliation or Reprisal for Reporting Wrongdoing Acts**

As per the Whistleblower Act of Alberta any retaliations against individuals reporting infractions will be subject to penalties under the Whistleblowers Act and Law. Retaliation will include acts as the following but not limited to:

- a) Dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job location, reduction in wages, change in hours of work or reprimand.
- b) Threats to take adverse action.

4. **Reporting Procedure**

All suspected infractions shall be reported to the CAO unless the alleged violation or infraction concerns the CAO, in which case it shall be reported to any member of Council.

5. **Chief Administrative Officer**

The CAO is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and reported back to the complainant on the findings of the investigation.

6. **Acting in Good Faith**

Anyone filing a complaint concerning a suspected violation or infraction must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

7. **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. **Alberta Ombudsman**

Following conclusion of the investigation by the CAO or Council if an employee who filed the complaint does not believe the investigation was conducted fairly may contact and file a complaint with the Alberta Ombudsman. The Alberta Ombudsman objectively investigates complaints to determine whether a municipality has acted fairly and reasonably, and whether its actions and decisions were consistent with relevant legislation, policies and procedures.

Michelle Farris

Mayor



Chief Administrative Officer

NEXT REVIEW DATE: MAY 1, 2026