

## **Policy – Corporate Responsibility**

As an organization, the Burnaby Association for Community Inclusion (BACI) will be accountable and responsible to all stakeholders by demonstrating the values and practice of corporate responsibility. Corporate responsibility is ensuring that the organization's resources and materials are used and allocated in an appropriate and diligent manner and that all actions taken by employees of BACI will comply with civil, provincial, and federal laws and regulations.

All BACI employees, when acting on behalf of the organization or carrying out their job duties, must act and demonstrate adherence to the principles and practices of corporate responsibility. This means that all employees must:

- Comply with the civil, provincial, and federal laws and regulations.
- Use the organization's resources (i.e. financial, social, material, product, property, communication, etc.) only as intended and never in a fraudulent, wasteful, or abusive manner.
- Never provide false information or representation that may lead to fraudulent, wasteful, or abusive actions against the organization and/or the individuals and families receiving services.

Employees must immediately report, in writing, to their direct supervisor any actions taken or incidents that do not demonstrate corporate responsibility and/or are fraudulent, wasteful, or abusive towards the organization and/or the individuals and families receiving services. The employee will not face reprisal for making the report, unless the action is malicious or knowingly false. If the supervisor's actions are the basis for the allegation, the employee must report directly to the authority responsible for the supervisor. If the allegation is against the Executive Director, the report must go directly to the President.

If an employee does not report any known actions or incidents that do not demonstrate corporate responsibility and/or are fraudulent, wasteful, or abusive towards the organization and/or the individuals and families receiving services, the employee will be enabling the action and will be subject to disciplinary action.

The person receiving the report and the Program Manager (or designate) will complete an investigation within five days of the report being brought forward. The report and subsequent investigation is confidential. Only the individuals directly involved in the incident (i.e. the employee, witnesses, the investigators) will be privy to the information and outcome of the investigation. If the employee is found to be acting or conducting themselves in a way that breaches corporate responsibility and is fraudulent, wasteful, or abusive towards the organization and/or the individuals and families receiving services, the employee will be subject to discipline up to and including dismissal.