

## Workplace Wrongdoing

Being ethical includes not only following the law but also choosing the right or ethical path in your choices and actions.

For that reason, [Employer] does not tolerate and prohibits wrongful, illegal, unethical or harmful behavior from its employees or any person that interacts with [Employer]. Prohibited wrongdoing includes, but is not limited to:

- Stealing, whether from [Employer], customers, vendors, suppliers, coworkers, or any other participant to [Employer's] workplace;
- Embezzlement, including embezzlement of [Employer] funds or the funds of customers, clients, vendors or suppliers;
- Fraud including, but not limited to, providing false or misleading information on time sheets, account sheets, expense forms and making false claims under [Employer's] insurance or benefits policies;
- Pilfering of [Employer's] property for personal gain [including theft of postage and copies];
- Intentional destruction of [Employer's] property;
- [Improper use or expenditure of [Employer] resources [including, but not limited to, utilizing [Employer] personnel for projects, tasks or work outside the scope of [Employer's] business]; [Employer's] [computer, Internet and telephone resources and privileges for personal or financial gain]; or [using your affiliation with [Employer] for personal or financial gain];
- [Illegal gambling, including placing or taking illegal bets during work hours [on [Employer] property or by using [Employer] resources, including computer resources, for gambling];
- [Utilizing [Employer] resources or personnel to conduct a business separate and distinct from the mission of the [Employer];
- [Illegal or unethical accounting or business practices [including, but not limited to, misleading statements or reports of [Employer's] financial condition];
- [Improper interaction with other employees, vendors, customers or workplace participants, including, but not limited to, sexual, racial and other forms of illegal harassment, bullying, and other disrespectful behavior meant to degrade others];
- [Illegal billing practices, including submitting false statements or invoices, overcharging or undercharging for products or services; mischaracterization of products or services; or any other billing practice prohibited by local, state or federal law];
- [Illegal or improper practices that can harm the public; contravenes public policy or the public good; or harms [Employer] in any manner];

- [Unprofessional behavior that is demeaning or that threatens the reputation of [Employer] or those people that interact with [Employer]];
- [Improper or illegal disclosure of confidential information of the [Employer] or the medical or health information of employees [or patients]];
- [Illegal or improper acts performed as part of your employment, including any breach of duties owed to [the public, shareholders, employees, the owners of [Employer]]];
- [Making knowingly false claims; bearing false witness; or creating false light against other employees, management, customers or others that interact with [Employer]];
- [Improper or illegal retaliation, including the denial of employment opportunities to employees for filing or making a complaint; reporting a violation of this [employee handbook, handbook, manual, policy manual, guideline e.g.]; filing a complaint of wrongdoing like discrimination or harassment; or blowing the whistle or acting as a witness to any illegal activity]; or
- [Intentional violations of the policies in this [employee handbook, handbook, manual, policy manual, guideline e.g.]].

## **Reporting Wrongdoing**

If you are experiencing any type of wrongdoing, or if you know or suspect wrongdoing to another employee or workplace participant, you must report it immediately to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.].

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it, or soon after. Discussing or reporting acts of wrongdoing to any person not listed above does not constitute a report.

## **Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

### **Workplace Investigations**

If warranted, [Employer] will investigate credible allegations of wrongdoing. [Employer] may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any such investigation. Unreasonable refusal to participate in an investigation of a complaint of wrongdoing may lead to discipline.

### **[False Claims Prohibited**

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing will be subject to discipline or termination.]

### **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].]