



<b>Policy Number:</b> GV2.061	<b>Policy Section:</b> Governance	<b>Effective:</b> March 31, 2007 <b>Amended:</b> January 9, 2013
<b>Title:</b> Theft, Fraud and Corruption Policy		<b>Executive Sponsor:</b> Vice President, Corporate Services; Manager, Internal Control & Risk Management

## 1. PURPOSE

CLBC strives to achieve the highest standards of ethical, moral and legal conduct.

In support of that objective, this policy establishes principles related to the development, implementation and regular review of processes designed to mitigate the risk of theft, fraud or corruption impacting either Community Living British Columbia (CLBC) or an individual supported by CLBC.

This policy is applicable to employees and others who work within and with CLBC, including individuals supported by CLBC programs, service providers, contractors, CLBC board members and the general public.

## 2. DEFINITIONS

**Theft:** The act of stealing, taking or removing corporate or personal property, including intellectual property, monetary or other physical goods, without appropriate authorization and which adversely impacts either CLBC or an individual supported by CLBC.

**Fraud:** A deliberate act of deception, manipulation or dishonesty, with the specific intent of gaining an unfair or dishonest advantage, which adversely impacts either CLBC or an individual supported by CLBC.

**Corruption:** The offering, giving, soliciting or acceptance of an improper inducement or reward, intended to influence the decision, decision-making process, or action of any person and adversely impact either CLBC or an individual supported by CLBC.

**Individual:** A person 19 years of age or older who is eligible for CLBC services, as described in the *Eligibility for CLBC Supports and Services Policy*.

### **3. POLICY**

**3.1** CLBC will not tolerate theft, fraud or corruption.

**3.2** Employees are responsible to report known or suspected theft, fraud or corruption immediately.

**3.3** CLBC considers that persons, other than employees, who work within and with CLBC have a public and/or professional responsibility to report known or suspected theft, fraud or corruption.

**3.4** CLBC will investigate and respond to reports of known or suspected theft, fraud or corruption.

### **4. PROCEDURES**

**4.1** Instances of known or suspected theft, fraud or corruption must be reported in accordance with the processes outlined in the *CLBC Ethical Reporting Policy*.

**4.2** Reported instances of known or suspected theft, fraud or corruption will be investigated and resolved in accordance with the processes outlined in the *CLBC Ethical Reporting Policy*.

### **5. REFERENCES**

BC Freedom of Information and Protection of Privacy Act (FOIPPA)  
BCGEU Collective Agreement Article 32.17 (regarding disclosure of information)  
CLBC Conflict of Interest Policy – Board Members  
CLBC Conflict of Interest Policy - Employees  
CLBC Eligibility for CLBC Supports and Services Policy  
CLBC Ethical Reporting Policy  
CLBC Information about Ethical Reporting  
CLBC Managing Conflict of Interest: A Practice Guide for Employees  
CLBC Whistle-blower Report Form  
Standards of Conduct for CLBC Employees