

**WACC POLICY**

**WORKING PRACTICES**

*Approved by the Board of Directors*

*March 2021*

**Use of Equipment**

1. Employees are expected to exercise due care and attention when using any WACC equipment and may be held responsible for any loss or damage to equipment in their care if this results from carelessness or improper operation.
2. Employees must ensure that they know to operate properly (ie without causing damage) any equipment before attempting to do so. If they have any doubt they should consult the operating manual and, if necessary, contact the Manager of Administration.

**Computer Equipment**

3. Credentials for accessing WACC computer systems must be kept confidential.
4. Employees must take precautions to ensure that they do not introduce any virus onto any WACC computer or network. In particular they must not directly introduce any file onto a computer, eg from a CD or flash memory, unless they are reasonably sure that the file is not contaminated.
5. Only software and applications approved by the Manager of Administration may be installed on any WACC computer.
6. Software belonging to or licensed by WACC may not be installed in any personal computer, unless such software has been specifically licensed for that computer.
7. The unauthorized duplication of copyright material using WACC's computers is prohibited.
8. In the interest of limiting cost and protecting the environment, printing should be limited to work-related materials, and unnecessary production of hard copies of information is to be avoided.

**Eyesight protection**

9. Most WACC employees spend a large amount of their working time viewing a computer display screen. Such employees are encouraged to take a break of five to ten minutes in each hour away from such activity.
10. WACC will cover the cost of an eye test for a regular computer user no more often than once in any two-year period. The prior approval of the employee's supervisor must be obtained before arranging for such a test.

11. Upon receipt of confirmation that such an employee either requires prescription glasses or contact lenses for the first time or requires a change in their prescription in order to allow them to properly view a computer screen, WACC will contribute up to 180.00 CAD towards the cost of purchasing corrective lenses. A receipt for the purchase will be required.
12. When WACC has contributed to the cost of glasses or contact lenses, these must be worn by the employee while using a computer. They are the property of the employee, who will be personally responsible for their safekeeping.

### **Personal Use of Equipment**

13. Temporary, personal use of any WACC equipment may be authorized, provided such use does not interfere with any need that WACC may have for the equipment.
14. Authorisation for the personal use of WACC equipment and/or for its removal from the WACC premises must be obtained from the General Secretary or the Manager of Administration. A written record of the removal using the appropriate form must be made, and removal is on the understanding that it will be returned promptly if it is required by WACC.
15. Anyone using WACC equipment for personal purposes does so at their own risk and will be held responsible for any loss or damage that may occur regardless of the cause, and any loan is made conditional on the person accepting responsibility.
16. The storage of personal files on the WACC system must not impact significantly on the system's storage capacity. WACC accepts no responsibility for any personal files stored on its system and reserves the right to delete any such files without notice.

### **Communications**

17. In all communications, whether written or oral, employees must ensure that they do not:
  - a. Commit WACC beyond their authority,
  - b. Include any statement that might be interpreted as defamatory, discriminatory or harassment,
  - c. Insert anything that is inappropriate or which might reflect badly on WACC, and
  - d. Include anything that is confidential, unless it is necessary and appropriate to include such information

### **Employees' Property**

18. WACC accepts no responsibility for employees' personal property.

## Right of Search

19. WACC reserves the right to search any employee or an employee's personal property if there are reasonable grounds for suspecting that WACC property may be being misappropriated.
20. A search may be conducted by a staff member with supervisory responsibility, provided there is another person of the same sex as the person being searched present, and the employee being searched may request the presence of another available person as an independent witness.
21. An employee may refuse to be searched; but such refusal will be deemed to be a breach of the person's contract of employment, and, as such, may result in disciplinary action.

## Public Interest

22. It is in the public interest and in the interest of WACC that protection against discrimination or disciplinary action be provided to any employee who may 'blow the whistle' on any malpractice within the organisation.
23. WACC places great importance on identifying and remedying and malpractice and criminal activity that may occur within the organisation.
24. Malpractice includes:
  - a. A criminal offence,
  - b. A failure to comply with a legal obligation,
  - c. A miscarriage of justice,
  - d. The endangering of an individual's health and safety,
  - e. Damage to the environment, and
  - f. The deliberate concealment of information relating to any of the above.
25. Any employee who becomes aware of any malpractice or criminal activity within WACC should report it to his or her supervisor at the earliest opportunity. The employee may request that their report be treated in confidence
26. Should it appear that the supervisor is involved in the activity, the matter should be reported to the General Secretary.
27. Should it appear that the General Secretary is involved in the activity, the matter should be reported to the President, via email at [president@waccglobal.org](mailto:president@waccglobal.org).
28. Supervisory staff are required to investigate promptly on becoming aware of the possibility of any malpractice or criminal activity, and if they determine that it may exist to bring the matter to the attention of the General Secretary or, if the General Secretary may be involved, to the attention of the President, in the manner indicated above.

29. WACC will take such action as is necessary to eliminate any malpractice or criminal activity within the organisation.

### Employee Protection

30. No employee will be subject to any discrimination or disciplinary action for reporting concerns about any activity that may be criminal or constitute malpractice, provided such employee had a reasonable belief that such activity was taking place.
31. An employee who makes an unreasonable or unfounded report of malpractice or criminal activity within WACC will be subject to disciplinary action.