

# WHISTLE BLOWER GUIDELINES

## The policy

As an International Non Government Organization, IAS believes and welcomes feedback and will react in a constructive manner to complaints from the people the organization works with. IAS believes that a well managed mechanism for handling complaints (internal and external) can improve the quality of our work, and that there is need to discover in a timely manner evidence of activities that may threaten or impede compliance with IAS policies as the organization strives to serve all target communities.

In doing this, the process put in place to handle complaints, when implemented and properly maintained, will assist in the efforts to reinforce ethical behaviors related to the work that IAS does, and will definitely detect and correct any unacceptable conduct. Establishing an early warning system and bringing issues or matters arising, to senior management, and in time, will prevent or detect and correct possible problems before they cause serious harm or damage.

This policy applies to all departments within International Aid Services; Country programs, target community, suppliers, contractors, donors and all partners.

## What is a complaint?

As per the Vision and Mission of IAS, and as per the context of this policy, a complaint is a grievance made against International Aid Services as an organization, or any of its employees, partners and or associates where there has been failure to do as promised; and that promise (verbal or written) should be related to our activities and as per our Mission and Values.

## Stakeholders

In coming up with guidelines for whistle blowers, there are four major or key stakeholders.

1. The individuals who bring the complaint (Whistle blower). These can be either from within IAS (Current or former Employees, Trainees or Volunteers) or from outside the organization ( the beneficiaries or target community, Suppliers, contractors, partners, donors)

2. The accused, who could be individuals or groups. These can also be either from within IAS (Current or former Employees, Trainees or Volunteers) or from outside the organization (the beneficiaries or target community, Suppliers, contractors, partners, donors)
3. The victim, especially in the case of sexual offences. *Sexual Offences can be defined as abuse of a role or power* where a person in a vulnerable situation is being exploited instead of protected. It is about one person exploiting his/her position towards a person he/she is in a helping relation to, whether that be by sending out sexual signals or by introducing a sexual relationship to that person.

*With sexual offences we mean the whole range of sexual acts, from offensive language to imposed sexual intercourse or similar acts.* Still this could be either from within IAS (Current or former Employees, Trainees or Volunteers) or from outside the organization.

4. Other interested parties like family members of the accused, government line ministries or bankers.

## **How to use the guidelines**

It is in the interest of IAS that anyone wishing to express a concern of any kind and against anyone within the organization should feel free and comfortable doing so. In this guideline, anyone is free to use the following avenues.

1. One can decide to discuss with any senior manager, supervisor or any IAS staff on ground from where the complaint comes
2. Use a confidential conversation with human resource personnel
3. Send a mail to the IAS website anonymous complaints e-mail address

## **Steps to address complaints**

### **1. Receive and accept the complaint**

Officers concerned will receive each whistle blower claim or complaint (Verbal or Written), and this should be recorded in A Claims Log. Upon submission of the claim, the IAS officer in charge at the time will determine whether the whistle blower desires anonymity (somehow in agreement with the person himself/herself. IAS officer cannot release his/her name without permission) which should be granted in accordance with the IAS Anti-Corruption Policy.

### **2. Screening the complaints**

The IAS officers in charge and the committees to handle complaints should make prompt screening of the complaint. It is well known that complaints may come from various sources. Some may come from disgruntled employees who might be just

frustrated; some may come from sources that remain anonymous and may not indicate any fraudulent activities or may even not concern IAS: hence the screening process.

### **3. Investigate the claim**

This is a stage which determines who will be involved in dealing with the claim or complaint whether external or internal. Depending on the nature of the complaint, and the people involved, it is recommended that all cases should be taken with equal seriousness. If the accused is a Senior Manager ( Programme Officer or Country Director ) one who leads others, such should be suspended until their name is cleared, as the committee put in place looks into the matter. IAS will not handle criminal offences; such should be referred to the law of that particular Country IAS works in.

### **4. Solve the problem (Resolve)**

A lot is involved within this step. At this stage it could just be the accounts department paying off a single invoice. On the other hand, a corrective action – for example, the termination of an employee, like a senior officer for mismanagement of the office – could be far-reaching. In such cases IAS senior management, in consultation with the International Office or the Chairmanship of the IAS Executive Committee, will refer critically to the laws that govern the Program Country in question together with the IAS Employment Policy. In case an employee was on suspension as investigations were being carried out, and it is proven that there was no offence, such must be recalled back to the job. Records must be kept at each step for future reference in case there is an appeal on the decision taken.

### **5. Response to the whistle blower**

The whistle blower is entitled to know each and every step taken as the complaint in question is being dealt with. In the case where the complaint has been handled by a committee, such must provide clear decisions and the type of remedy which the organization has taken, back to the whistle blower or complainant. Information sharing must be effected even if the case was handled by a lone officer. At this stage all stakeholders (The whistle blower, the accused and the victim) must have clear information from the committee that handled the case.

### **6. Appeals process**

In case a complainant is not satisfied with the response they have received from IAS or if they feel the remedy action is inadequate they may appeal. This will majorly depend on the level of the complaint. If the complaint has been handled by a team below the Country Director, then the appeal should go to the Country Director. If the complaint is about the Country Director, then the appeal should go to the Chief Executive Officer. Above the CEO the appeal should go to the Chairperson of the IAS Executive Committee. Any person wanting to appeal against a decision must make the appeal within and not later than four weeks after the decision.