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Whistleblower Policy

Document History

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Introduction

Fairaction International requires all staff, volunteers, contractors, directors, officers, and implementing partners to uphold the highest standards of business and personal ethics in the execution of their duties and responsibilities. As representatives of Fairaction, we are committed to conducting ourselves with honesty and integrity, adhering to our responsibilities, and complying with all applicable laws and regulations. It is incumbent upon everyone within our organization to report any observations or suspicions of misconduct or ethical lapses.

Reporting Responsibility

This Whistleblower Policy is designed to encourage and enable employees and other stakeholders to report serious concerns internally so that Fairaction International can address and correct inappropriate conduct and actions promptly. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Fairaction's code of

ethics or suspected violations of law or regulations that govern Fairaction International's operations.

No Retaliation

Fairaction International firmly upholds the principle that no individual should face retaliation for reporting in good faith any ethical violations or suspected violations of law, such as claims of discrimination, fraud, or breaches of regulations governing our operations. It is against the core values of Fairaction for any employee, officer, director, volunteer, contractor, or board member to retaliate against those who report such concerns. Any member of our team who engages in retaliation against a whistleblower will face disciplinary actions, which may include termination of employment.

Reporting Procedure

Fairaction International maintains an open-door policy, encouraging employees, contractors, partners, and volunteers to voice their questions, concerns, suggestions, or complaints directly to their supervisors. Should you feel uneasy about discussing your concerns with your supervisor, or if you are dissatisfied with their response, you are urged to approach the Chairman of the Board of Directors.

All supervisors and managers are obligated to report complaints or concerns regarding suspected ethical or legal violations in writing to the Chairman of the Board of Directors, who is tasked with investigating all reported complaints. Additionally, employees may opt to submit their concerns or complaints in writing directly to their supervisor or to the Chairman of the Board of Directors, ensuring multiple avenues are available for safe and confidential communication.

Compliance Management

At Fairaction International, all managers, including the CEO, are charged with the responsibility of managing compliance. These leaders are accountable for ensuring that all complaints regarding unethical or illegal conduct are thoroughly investigated and resolved. They are also responsible for advising the Chairman of the Board of Directors about all complaints and their resolutions and will provide reports at least annually to the Board on compliance activities relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

Fairaction International's CEO will immediately notify the Board of Directors of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The CEO will collaborate with the Board until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that are found to have been made maliciously or known to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

At Fairaction International, the CEO or designated manager will notify the person who submitted a complaint to acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective actions will be taken if warranted by the investigation. This process ensures that all concerns are addressed transparently and effectively, maintaining the integrity of our operations and the trust of our stakeholders.

Conclusion

Fairaction International is committed to maintaining a workplace that upholds the highest standards of ethics and integrity. We believe that our organization's vitality and success depend upon the open communication of concerns without fear of retaliation. Through the effective implementation of this Whistleblower Policy, we reinforce our commitment to providing a safe and ethical working environment.

Related Policies

For further guidance and reference, the following related policies are available to all employees and can be accessed as part of our governance framework:

- **Complaint Policy:** Outlines the procedures for reporting and handling complaints to ensure they are dealt with efficiently and fairly.
- **Staff Code of Conduct:** Provides guidelines on the standards of behavior expected from all employees to maintain a professional and ethical workplace.

These documents support our Whistleblower Policy and are designed to work together to ensure that all aspects of ethical concerns and conduct are addressed comprehensively.