

Whistleblowing Policy

Introduction

Saferworld is committed to the highest possible standards of openness, probity and accountability. We expect our employees and partners to maintain the same standards in everything they do.

In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the Saferworld's work to come forward and voice those concerns.

This policy is committed to ensuring that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This whistle-blowing policy is intended to encourage and enable employees or others to raise serious concerns rather than overlooking a problem.

Aims and Scope of this Policy

This policy aims to:

- Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice.
- Provide avenues for you to raise those concerns and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

What type of concern

The whistle-blowing policy is intended to deal with serious or sensitive concerns about wrongdoing, either in UK or in the countries where Saferworld operations, including the following:

- Conduct which is an offence or a breach of law.
- Misuse of power.
- Health and safety risks.
- Damage to the environment.
- Misappropriation of funds.
- Possible fraud and corruption.
- Criminal or any other unlawful acts.
- Exploitation or abuse (physical, sexual, psychological, financial)
- Other unethical conduct

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously are less effective and if we do not have enough information we may not be able to investigate fully. In deciding whether to consider the matter we would take into account:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources.

Malicious allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action will be taken.

Deciding whether to raise a concern:

There can be barriers to raising a concern, for example, it is only a suspicion without hard evidence, or it might feel disloyal to colleagues or the organisation. However, It is important to remember that a whistleblower is a witness not a complainant, and the responsible whistleblowing officer will determine what action to take. It is important to consider the implications of not blowing the whistle.

How to raise a concern

Any person who has suspicions of wrongdoing by a person involved with Saferworld's work, either in the UK or in the countries where we operate, has an obligation to notify the Whistleblowing Officer who is the Director of Operations/HR, who can be contacted in one of the following ways:

- Write: Private and Confidential to Director of Operations/HR, Saferworld, 28 Charles Square, London N1 6HT
- Telephone: +44 7 20 324 4646
- Email: whistleblowing@saferworld.org.uk

Concerns are best put in writing with the background and history of the concern (giving relevant dates) and the reason why you are particularly concerned about the situation. The earlier you express the concern the easier it is to take action.

If the concern involves the Director of Operations you should refer to the Executive Director.

How Saferworld will respond

This will depend on the concern raised. We will first decide whether we should carry out an investigation and how that should be done. It could be dealt through the disciplinary process or referred to:

- the police
- external auditor
- independent investigator

Your concern will be acknowledged, unless anonymous. The amount of contact will then depend on the nature of the concern. As much feedback as appropriate during the process and in respect of the outcome will be given, in so far as this does not infringe any duty of confidence.

How to take a matter further

If you are not satisfied with action and would like to take the matter outside Saferworld you can contact the following:

- Saferworld's external auditor
- UK Charity Commission
- The police

