



UNIVERSAL INTERVENTION AND DEVELOPMENT ORGANIZATION

UNIDOR WHISTLEBLOWING POLICY 2021



Universal Intervention and Development Organization (UNIDOR)

UNIDOR WHISTLEBLOWING POLICY STATEMENT REVISED 2021

UNIDOR - SOUTH SUDAN

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UNIDOR WHISTLEBLOWING POLICY STATEMENT

The Board of UNIDOR is committed to maintaining the highest standards of honesty, openness and accountability. Employees will usually be the first to know when someone inside or connected with an organization is doing something illegal, dishonest or improper, but may feel apprehensive about voicing their concerns. The Board does not believe that it is in anyone's interests for employees with knowledge of wrongdoing to remain silent.

This document sets out the entity's policy and a procedure by which you can report your concerns and be sure they are acted upon. The whistle blowing policy statement is intended to act as a deterrent to fraud or other corruption or serious malpractice; it is also intended to protect UNIDO's business and reputation.

POLICY STATEMENT

UNIDOR takes all malpractice very seriously, whether it is committed by an employee, supplier customer, competitor or contractor. This policy statement applies to all permanent and temporary employees, agents and contractors. It is intended to complement statutory protection and, for the avoidance of doubt, statutory rights will not be affected in any way by this policy.

The following examples demonstrate what we mean by serious malpractice:

- Fraud, corruption, bribery or other malpractice which could lead to a financial loss to the Group
- Criminal offences, eg. Theft, Drug taking,
- Breaches relating to the accuracy or integrity of the Group's financial statements;
- Failure to comply with legal obligations
- Actions which are intended to conceal any of the above

- If you become aware of any such activities or other possible malpractices you are encouraged to follow the procedures set out below. It will not always be clear that a particular action falls within one of these categories and you will need to use your own judgment. However, if you believe the matter to be serious, UNIDOR would prefer you to report your concerns rather than keep them to yourself.

PROCEDURE

How do I make a report?

You can make a report orally or in writing. Normally, you should inform your immediate manager, or their line manager. Alternatively, you may contact the Executive Director, who will act as an independent source of advice and assistance within the entity's Policies/ Whistleblowing Policy Statement.

The contact details for the entity's Executive Director and the Chairperson of the Board of Directors' are as follows:

ninrewk@gmail.com

ed@unidorss.org

Is there a place where I can go for independent advice?

If you do not know what to do and wish to discuss your alternatives you may contact the Executive Director for a confidential discussion.

Do I need proof of wrongdoing to make my report?

UNIDOR does not expect you to have absolute proof of any malpractice that you report. However, you will need to be able to explain the reasons for your concern and UNIDOR will not tolerate spurious or inconsequential allegations.

How will my report be investigated?

Once you have made a report, UNIDOR will acknowledge receipt of it within 5 working days. Preliminary enquiries will then be made by an independent senior manager as confidentially as possible. If the person raising the concern is required to attend he or she may be accompanied by a fellow employee of their choice or a Union Representative where appropriate.

If it is determined that a fuller investigation is necessary, this will proceed either with further internal investigations or by referral to the appropriate external body dependent upon the nature and the seriousness of the report.

Will UNIDOR protect my identity if I make a report?

If you make a report, UNIDOR will do everything possible to keep your identity as confidential as possible during the investigation and you may assume that only UNIDOR staff investigating the malpractice concern will know your identity. However, there may be circumstances (for example, if your report becomes the subject of a criminal investigation) where you may be needed as a witness and, once the investigation is complete, the findings may need to be communicated to the individual(s) concerned (see below).

If the report is made to your line manager (or his/her manager) he will provide summary data to the Executive Director so that we can monitor the usage and effectiveness of this policy. The summary data consolidated will not include the name and contact details of the whistleblower.

Can I protect my identity by reporting on a confidential basis?

UNIDOR would prefer you to give your name and contact details when you make a report. However, subject to any legal constraints, and after listening to your initial explanation you may be allowed to communicate your concern on a confidential basis.

What will happen on completion of the investigations?

Subject to any legal constraints, UNIDOR will communicate the findings of the investigation to:-

- a) You as the person raising the report;
- b) The individual(s) under investigation; and
- c) if appropriate, those members of UNIDOR management or external authorities who need to consider whether action should be taken on the basis of the findings. AS with any case where an employee is found to be involved in wrongdoing, they will be dealt with effectively in accordance with employment law and contracts of employment. A high level summary record of the incident will be held in the Executive Director.

Am I at risk of suffering victimization if I raise a report?

You can be assured that, if you raise a malpractice concern, this will be taken seriously and you will be treated fairly and with discretion. We will take all reasonable steps to ensure that no person under our control engages in victimization of any form. If you make a report in good faith then, even if it is not confirmed by an investigation, your concern will be valued and appreciated and you will not be liable to disciplinary action.

However, if you make a false report, maliciously or for personal gain, then you may face disciplinary action.

What can I do if I am unhappy with the way UNIDOR has dealt with my report?

If you are unhappy with the outcome of an investigation, you should submit another report explaining why this is the case to the Executive Director or your Personnel manager. Your concern will be investigated again if there is a good reason to do so.

Whistleblowing Reporting of Possible Serious Malpractice

Name of person submitting Report:

Date of Report:

Work Location:

Line Manager:

Suspected Malpractice:

Response of Alleged Wrongdoer:

Follow up Investigation:

Initial Response (within 5 days):

Actions Taken

Final Response:

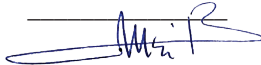
Date Resolved:

Date Reported to Executive Director's office:

Dr. Makena Kaburu
Chairperson BOD

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes.

Robert Bother
Treasury

A handwritten signature in blue ink, featuring a long horizontal stroke followed by a series of loops and a final upward stroke.

James Keah
Secretary/ED

A handwritten signature in blue ink, starting with a large circular loop followed by several smaller, connected loops.

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