

2.4 b	Whistle-blowing Policy
Policy	To provide the process for staff, volunteers, contractors and partners who are aware of possible wrongdoing to disclose the information and so provide a supporting working environment where misconduct within or by Symbiosis International can be raised without fear of consequences.
Basis for Policy	<p>To ensure that any wrong- doing within the organisation is identified so that it can be addressed. This can be achieved by:</p> <ul style="list-style-type: none"> ▪ Encouraging reporting ▪ Providing protected misconduct reporting alternatives to remove inhibitions to reporting. ▪ Establishing procedures to facilitate ease of reporting, investigation and resolution
Definitions	<ul style="list-style-type: none"> ▪ Whistleblowing is the disclosure by or for a witness, of actual or suspected misconduct in an organisation. ▪ A whistle blower is a person who reports serious misconduct in accordance with this policy. ▪ Misconduct includes behaviour that: <ul style="list-style-type: none"> - is fraudulent or corrupt - is illegal - Is unethical, such as acting dishonestly - Is potentially damaging to Symbiosis International, such as maladministration. - Is seriously harmful or potentially seriously harmful to an employee or volunteer, such as deliberate and unsafe work practice or willful disregard to the safety of others in the workplace. - May cause serious financial or non-financial loss to Symbiosis International or damage its reputation or other serious damage. - Involves any other kind of serious impropriety, including retaliatory action against a whistle-blower. -
Process	<ul style="list-style-type: none"> ▪ Staff, volunteers, contractors, members, directors and partners who are aware of possible wrongdoing have a responsibility to disclose that information. ▪ Those who in good faith disclose perceived wrongdoing will be protected from adverse consequences including retaliatory action or retribution. ▪ When a person makes a disclosure, they are entitled to expect that: <ul style="list-style-type: none"> - Their identity remains confidential at all times to the extent permitted by law or is practical in the circumstances. - They will be protected from reprisal, harassment or victimisation for making the report - Should retaliation occur for making a disclosure then Symbiosis International will treat it as serious wrongdoing under this policy. ▪ Any disclosure of perceived wrongdoing by the whistle blower will be investigated according to the Symbiosis International procedures for

	<p>handling a complaint outlined in the Symbiosis International Complaints Policy for handling other complaints.</p> <ul style="list-style-type: none"> ▪ Throughout this process, the rights of the whistle blow must be acknowledged, and information provided to the whistle blower as to the progress of the investigation. ▪ This policy does not protect the whistle blower from consequences flowing from any involvement in wrongdoing itself. A person’s liability for wrongdoing is not affected by their reporting of that conduct under this policy. 		
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