



**YOWLI BURUNDI**

Young Women's Knowledge &  
Leadership Institute Burundi

Youth for Population and Development

Issued Date-04/01/2015

Revised-04/01/2020

Next revision-04/01/2025

## **WHISTLE-BLOWER POLICY**

### **Policy details**

<b>Policy owner</b>	Head of Internal Audit
<b>Approval body</b>	Board of directors
<b>Policy scope</b>	Executive committee, staff and volunteers
<b>Data classification</b>	Internal Use Only

### **Background and purpose**

The purpose of this Policy is to provide all YOWLI BURUNDI volunteers, staff, contractors and delegates with a mechanism for reporting Concerns (as defined below) outside of the normal management reporting channels.

In keeping with the policy of maintaining the highest standards of conduct and ethics, YOWLI BURUNDI will investigate complaints of suspected wrongdoing occurring within its programs and services; fraudulent or dishonest use or misuse of its resources or property;

violations of agency policy; and violations of local, state, and other governing laws (each, "Suspected Wrongdoing"). Employees, contractors, board members, volunteers, clients, and community members are encouraged to report all suspected wrongdoing pursuant to the procedures set forth below.

### **Scope**

1. This Policy applies to all YOWLI BURUNDI volunteers and to all staff and should be regarded as the minimum group standard requirement.
2. HR grievances are not part of the scope of this policy and are dealt with by HR policy.

### **3. Definitions**

#### *3.1 Definitions*

**Concerns** - means a suspicion of or actual knowledge of any of the following behaviors by YOWLI BURUNDI staff, volunteers, contractors or delegates:

- (a) Questionable or improper accounting or processing matters;
- (b) Violations of YOWLI BURUNDI's policies;
- (c) Breaches of regulatory requirements;
- (d) Illegal and/or dishonest activities; or
- (e) Any other wrongdoing at work.

**Whistle-blower** - means the person that reports a Concern committed by a YOWLI BURUNDI staff, volunteers, contractor or delegate outside the normal management reporting channels.

**Whistle-blowing** means the reporting of a Concern committed by a YOWLI BURUNDI staff, volunteers, contractor or delegate outside the normal management reporting channels.

### **Reporting**

- 3.2 All employees are encouraged to report Concerns and should feel no restraint in doing so.
- 3.3 The Whistle-blower is not responsible for investigating Concerns or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

3.4 Employees must follow the Whistle-blower Procedure when reporting a Concern.

#### **No retaliation**

3.5 No employee, contractor or delegate who reports a Concern whilst acting in good faith shall be subject to retaliation or, in the case of an employee, to adverse employment consequences.

3.6 Moreover, employees, contractors or delegates who retaliate against a Whistle-blower will be subject to disciplinary measures including but not limited to dismissal and administrative sanctions.

#### **Acting in good faith**

3.7 The Whistle-blower must act in good faith and must have reasonable grounds for a Concern. The act of reporting a Concern that proves to be unsubstantiated, malicious, reckless, or with the foreknowledge that the allegations made in the report are false, will be viewed as a serious disciplinary offence and may result in disciplinary measures including but not limited to dismissal and administrative sanctions.

#### **Confidentiality**

3.8 Reports of Concerns, and investigations pertaining to these, must, as far as possible, be treated as confidential.

3.9 Disclosure of reports of Concerns to individuals without a need to know will be viewed as a serious disciplinary offence and may result in disciplinary measures including but not limited to dismissal and administrative sanctions. Such conduct may also give rise to other actions, including civil lawsuits.

3.10 Whistle-blowers raising a Concern whose own conduct is implicated in the Concern will not be given any automatic immunity from investigation, disciplinary action, criminal prosecution and/or civil liability. The same applies to any other employee, contractor or delegate that provides information, causes information to be provided, or who otherwise assists an investigation.

#### **4. Policy adherence - consequence management**

4.1 Not complying with this Policy may result in internal and/or external disciplinary measures including but not limited to financial penalties such as withholding of bonus or salary increases, dismissal, administrative and/or criminal sanctions.

**5. Implementation and training**

- 5.1 The Head of Internal Audit is responsible for the implementation of changes to this Policy.
- 5.2 YOWLI BURUNDI executive committee is responsible for the implementation of changes to this Policy, which must be completed within three months of the date of its publication.

Updated on the 04<sup>th</sup> of January 2020

**Done in Bujumbura,**

**January 08th, 2020**

**YOWLI BURUNDI BURUNDI Legal Representative**

**Ms. PETRONIE NYAWENDA**

**UNDERSIGNED. -**



**OFFICIAL SEAL OF YOWLI BURUNDI BURUNDI**

