



## Whistle Blowing Policy

### 1. Purpose

The purpose of this policy is to ensure employees are encouraged to raise genuine concerns about possible improper, unethical and/or unlawful conduct and/or practices at the earliest opportunity and in an appropriate way.

This policy is designed to support our values and ensure staff can raise concerns without fear and provides a transparent and confidential process for dealing with concerns.

ChildFund Ireland is committed to full accountability and transparency and this policy aims to support this principal.

### 2. Scope

The policy extends to all permanent, temporary and contract employees, and includes but is not limited to the following issues:

- acting in any way contrary to or in breach of any ChildFund Ireland Codes
- improprieties in matters of financial reporting
- fraud
- corruption
- bribery
- blackmail
- criminal offences
- failure to comply with a legal or regulatory obligation
- miscarriage of justice
- endangering the health and safety of an individual, and
- concealment of any of the above.

### 3. Principles

All concerns will be treated fairly and properly.

ChildFund Ireland will not tolerate the harassment or victimisation of anyone raising a genuine concern.

Confidentiality will be strictly maintained at all times.

ChildFund Ireland will ensure that any individual raising a concern is aware of the organisation representative handling the matter.

### 4. Procedures

If any employee believes reasonably, and in good faith, that malpractice exists in the workplace, then he or she should report this immediately directly to his/her own

manager. However if for any reason he/she is reluctant to do so, the concerns should be reported to the CEO.

Employees who have raised concerns will be informed of who is handling the matter, how they can make contact with them and if any further assistance is required. ChildFund Ireland will provide as much feedback as it can without any infringement on a duty of confidence owed by us to someone else.

Confidentiality will be strictly maintained at all times.

While ChildFund Ireland will treat all concerns fairly and properly, in the event that it is established that a concern has been raised in a vexatious manner, the ChildFund Ireland disciplinary procedures may be invoked.

## **5. Communication**

This policy will be communicated to Staff at regular intervals. In addition, the policy will be communicated to new staff joining the organisation.

Where changes are made to the policy, these will be communicated to all members of staff.

## **6. Review**

This plan will be reviewed on a periodic basis. If any staff member wishes to receive clarification on this policy and/or suggest improvements, they should contact the CEO.