



## **WHISTLEBLOWER POLICY**

Centre de Recherche sur l'Anti-Corruption ("the CERC") is seriously committed to maintaining practices of internal accountability. The organization requires all its employees to abide by all laws, rules and regulations applicable to it – both in the Democratic Republic of the Congo, and in each province to which its operations extend – and to conduct its activities in accordance with the highest ethical standards of integrity, as set forth in its Code of Conduct. This policy outlines a procedure to enable all individuals associated with CERC to voice concerns in a responsible and effective manner. This policy applies to any matter that is related to the CERC's operations and does not relate to private acts of an individual not connected to the CERC.

If a staff member, consultant, board member, grantee, partner, volunteer or member of the public believes that the CERC – through acts of any of its employees or involved agents – is in violation of any applicable laws or its ethical obligations (including any allegations of possible fraudulent or dishonest use or misuse of resources or property), such conduct should be immediately reported to the CERC's Board of Directors. If the individual does not feel comfortable reporting these complaints and concerns through standard channels, he/she may report directly to the Executive Director. Such a report may be made in writing, by email or orally and should contain information sufficient for the CERC's Board of Director or Executive Director to investigate the matter.

CERC encourages individuals to include their names in reports in order to allow for appropriate follow-up questions and investigation, but reports may be made anonymously if so desired. All individuals should act responsibly and truthfully in making allegations, responding to allegations, and providing information in an investigation.

All complaints made under this policy will be investigated as promptly as possible. Information provided by a whistleblower will be treated in full confidence by the CERC, except in instances of legal obligation in which it may have to disclose such information to the police or other public authorities.

CERC staff members, consultants, board members, grantees, partners, or volunteers may not retaliate against a whistleblower for informing the organization's management about an activity which he/she believes to be illegal, fraudulent, dishonest or unethical.



Prohibited retaliation includes any action adversely affecting the terms or conditions of the whistleblower's employment or position within the organization, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director. Any complaint will be promptly investigated and appropriate disciplinary measures taken if the allegations of retaliation are substantiated.

***Contact information for reporting information:***

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