

ORGANISATION FOR COMMUNITY SOCIAL SUPPORT AND
RESEARCH IN DEVELOPMENT (OCSSRD)



OCSSRD
Saving Communities

WHISTLE BLOWER'S POLICY

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17th/03/2024

Introduction

The OCSSRD Whistle Blowing Policy is intended to encourage Management and Board members, staff (paid and Volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) in OCSSRD without retribution.

By putting this policy in place OCSSRD would like to promote the values of integrity, transparency and accountability.

All OCSSRD staff should be aware of the existence of this policy. The Whistle Blowing Policy will be disseminated to all staff and offices, and it will be an audit requirement to maintain records and evidence that this policy has been communicated to and understood by all employees.

The Management of OCSSRD commits to protect anyone who exposes such an incident(s).

The policy is not meant for raising personal grievances or employment matters. Staff should refer to the grievance procedure within the HR Policy and Procedures Manual in such cases.

Scope of the Policy

Among others, the actions covered by this policy are as follows;

- Exploitation or abuse (physical, sexual, psychological or financial)
- Fraud
- Corruption
- Criminal or any other unlawful acts
- Health and Safety Risks
- Environmental damage
- Misuse of property and power

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- The procedure for raising concerns

Procedures for whistle blowing

OCSSRD encourages staff members to raise related concerns in writing, highlight the exact nature and the details of concern. It is important that they identify themselves which will aid an efficient investigation on the matter.

The Whistleblower shall receive no retaliation or retribution for a report that was reported in good faith that was not done primarily with malice to damage another staff or the organization.

Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.

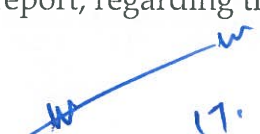
Crimes against person or property such as assault, rape, burglary etc should immediately be reported to local law enforcement personnel.

Reporting and Timing

It is best to raise a concern about malpractice as soon as it is detected. Any staff member who is aware of a case of malpractice shall approach his/her supervisor who will then advise on the next step of action.

Supervisors, managers and /or Board members who receive the reports must promptly act to investigate and/resolve the issue. In case the malpractice involves the organizational leadership i.e. Management team then the matter can be addressed to the Board. In case it involves a Board member, then.

The Whistleblower shall receive a report within five business working days of the initial report, regarding the investigation, disposition or resolution of the issue.


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Liberty

In case the individual staff member does not feel comfortable to discuss the issue with the Line Manager, the following people could be contacted at the Head Office;

- Executive Director
- Director of Programmes
- HR and Administration Officer
- An appropriate Board Committee member

Response to the case raised

Within five working days of receiving the concern, the contacted person will acknowledge receipt of the particular concern to the individual.

All cases of fraud or malpractice reported to the relevant authorities will be investigated promptly and efficiently.

If the investigation of a report that was done in good faith and investigated by internal personnel is not to the Whistleblower's satisfaction, then he/she has the right to appeal to the appropriate legal or investigative agency.

Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.

Confidentiality

OCSSRD endeavors to keep confidentiality except in cases where there's a legal requirement to reveal the identities of witnesses or that of the Whistle Blower to prove the case in a court of law

The outcome of the Investigation

Upon completion of the investigation, if the concern is found genuine, those responsible for fraud or malpractice will be subject to disciplinary action in compliance with the code of conduct and the disciplinary procedure.

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OCSSRD expects that concerns be raised internally before going externally.

Protection against Detrimental Treatment

OCSSRD would like to assure all staff that issues raised will be handled with utmost sensitivity. Anyone who raises a case of fraud or malpractice in good faith will not be subject to detrimental treatment or victimization.

Misuse of the Policy for Personal Interest

A Whistle Blower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.


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