

## EFSCRJ Whistleblower Protection Policy

### 1. Policy Statement

The Edward Francis Small Centre for Rights and Justice (EFSCRJ) is committed to the highest standards of integrity, accountability, and transparency. This Whistleblower Policy establishes procedures for reporting and investigating concerns about illegal, unethical, or improper conduct while protecting whistleblowers from retaliation.

### 2. Scope

This policy applies to:

- i. All employees (permanent, temporary, contractual)
- ii. Board members and volunteers
- iii. Contractors and partners working with EFSCRJ
- iv. Beneficiaries and community members interacting with EFSCRJ programs

### 3. Reportable Concerns

Individuals may report (anonymously if preferred):

- Financial misconduct (fraud, embezzlement)
- Corruption or bribery
- Sexual harassment or abuse
- Violations of human rights
- Unsafe work conditions
- Breaches of EFSCRJ policies
- Illegal or unethical activities
- Gross mismanagement of funds/programs

### 4. Reporting Channels

Reports can be made through:

- i. Primary Channel:
  - a. Email: [integrity@efscrj.org](mailto:integrity@efscrj.org) (encrypted)
  - b. Phone: +220 7973611 (24/7 hotline)
- ii. Alternative Channels:
  - a. Directly to the Board Chair (if concern involves senior management)
  - b. Designated external ombudsperson (for highly sensitive cases)
- iii. Anonymous Reporting:
  - a. Secure online portal: [www.efscrj.org/report](http://www.efscrj.org/report)
  - b. Sealed drop-box at EFSCRJ offices
  - c. Media
  - d. Other relevant public or professional authorities

## 5. Investigation Process

- i. Acknowledgement: All reports receive a tracking number within 48 hours
- ii. Preliminary Assessment: Initial review within 5 working days
- iii. Investigation:
  - Led by independent committee (minimum 3 members)
  - Completed within 30 days (complex cases may extend)
- iv. Outcome:
  - Corrective actions if warranted
  - Referral to authorities for criminal matters
  - Feedback to whistleblower (where possible)

## 6. Protection Measures

EFSCRJ guarantees:

- Confidentiality: All reports handled discreetly
- Non-Retaliation: Zero tolerance for retaliation against good-faith reporters
- Legal Support: Assistance if whistleblower faces legal challenges
- Remedies: Reinstatement, compensation if retaliation occurs

## 7. Responsibilities

- Whistleblowers: Report in good faith with reasonable belief in truth
- Management: Ensure policy implementation and protection
- All Staff: Cooperate with investigations and maintain confidentiality

## 8. False Reports

Maliciously false reports may result in disciplinary action.

## 9. Policy Review

This policy will be reviewed biennially by the Governance Committee.

This policy aligns with EFSCRJ Constitution (Article 23) and international best practices.

*"Speaking up protects our mission and those we serve."*