

Whistleblowing Policy

About us

The Adsum Foundation was established in 2008 to support communities in the developing world, with our sole focus within Madagascar. We deliver projects in the areas of education, WASH, sustainable livelihoods, and health.

Purpose of our Whistleblowing Policy

To cultivate and uphold a culture of integrity within our organisation; promoting a commitment to ethical behaviour and encourage a culture where wrongdoing is safely reported at an early stage.

It is the duty of every member of staff and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Adsum Foundation is committed to ensuring that any staff or volunteer concerns of this nature will be taken seriously and investigated. A disclosure to Adsum Foundation will be protected if the member of staff/volunteer team has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff and volunteers who raise concerns reasonably and responsibly will not be penalised in any way. This policy acts as a guide as to why and how whistleblowing may occur.

Who this policy is for?

This policy is for people employed by, or volunteering with, the Adsum Foundation; for the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed term contract of employment.
- On secondment to Adsum Foundation.
- On a temporary contract or employed through an agency to work for Adsum Foundation.
- An independent consultant for Adsum Foundation.
- A volunteer, or student placement with Adsum Foundation.
- Contractors, partners, and suppliers of services to Adsum Foundation.

And need to speak up about suspected wrongdoing that they reasonably believe is in the organisation's interest.

Examples of areas that a whistle blower may speak-up about are:

- Accounting fraud.
- Bribery and any form of corruption.
- Financing of terrorist organisations.
- Environmental damage.

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to their line manager. If they do not feel that this is the appropriate person, they should approach the Director, or if their concern is related to the Director, they should contact a trustee. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied, or represented by their trade union representative, or colleague at any stage of this process. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed.

The Director, trustee, or management member will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the member of staff will be informed in writing.

The Director will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, Adsum Foundation's Finance Advisor and Adsum Foundation's auditors will be informed by the Director.

If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the trustees who will arrange any further investigation as they think appropriate. The Chair of the board of trustees will send a written response to the individual concerned.

Guiding principles

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, Adsum Foundation will:

- Not allow the person raising the concern to be victimised for doing so.
- Treat victimisation of whistle blowers as a serious matter that may lead to disciplinary action that may include dismissal.
- Not attempt to conceal evidence of poor, or unacceptable practice,
- Take disciplinary action if an employee destroys or conceals evidence of poor, or unacceptable practice or misconduct.
- Ensure confidentiality clauses in employment contracts do not restrict, forbid, or penalise whistle blowing.
- Liaise with the other organisations, such as the Charity Commission if relevant.

What whistleblowing is not

Reports of personal grievances, such as harassment or bullying, are not covered by this policy. Please refer to the employee grievance procedures and Anti-bullying Policy for such issues.

This is the Whistleblowing Policy of the Adsum Foundation. It will be reviewed and updated, if required, at a minimum every three years; the next review is due June 2026.

Gavin Kneeger

Signed:

Position: Director

Elena Johnston

Signed:

Position: Grants & Partnerships Manager