

Whistleblower Policy

Effective Date	Jan 2015	Last Updated	14 May 2023
Sponsoring Group	Operations Department	Content Owner	Deputy Director of Human Resources
Revision No.	01	Next Revision Date	November 2025

1. Policy Statement

Whistleblowing is the confidential reporting of serious misconduct by an employee or external stakeholder. The staff who reports an incident (whistleblower) can circumvent the normal chain of command and give them direct access to the highest organisation.

The Whistleblower policy encourages and enables employees and external stakeholders to raise serious concerns within the organisation rather than underestimating the gravity of the incident or 'blowing the whistle' outside of Afghanaid.

Employees and project participants are often the first to realise that there is something seriously wrong within a program or other organisational functions; however, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues and/or they may, in turn, be victimised.

2. Introduction

The aim of the policy is:

- To encourage staff and stakeholders to feel confident in raising concerns and to question and act upon concerns.
- To provide a means to raise concerns and receive feedback on any action taken confidently.
- To ensure that the whistleblower receives a response to her or his concerns and to know how to pursue the concerns if he or she is not satisfied.
- To reassure you that Afghanaid will do its utmost to protect the whistleblower from possible reprisals or victimisation if he or she reasonably believes that they have made any disclosure in the organisation's interest.

3. Definition

For the purpose of this policy, a whistleblower may refer to the following:

- Any breach of law.
- A failure to comply with a legal obligation.
- Health and safety risks, including risks to the public and other employees.
- Damage to the environment.
- Damage to Afghanaid reputation
- Any unauthorised use of Afghanaid's funds, assets, equipment or materials.
- Fraud and corruption.
- Sexual, physical or other abuse of clients and/or colleagues by any means (see Child and Vulnerable Adult Protection policy)

- Other unethical conduct.

4. Scope

This policy applies to all Afghanaid staff (permanent, fixed-term, freelance and casual) and non-staff (consultants, Board of Trustees, volunteer/interns, retainers and fellows), as well as partners of Afghanaid.

5. Policy

Afghanaid is committed to the highest possible openness, honesty and accountability standards. In line with that commitment, Afghanaid expects employees, and other stakeholders, who have serious concerns about Afghanaid's staff and work, such as those listed in definition, to come forward and voice those concerns.

5.1 Training in the Whistleblower Policy

All Afghanaid staff will receive Whistleblower policy training within the first 30 days of joining and on annual basis thereafter. Heads of office are responsible for ensuring that the Whistleblower policy is displayed in their offices in English, Pashto and Dari languages. Project beneficiaries will be made aware of this workplace harassment policy through orientation to the Complaint, Feedback and Reporting Mechanism (CFRM) at start of each project.

5.2 Confidentiality

All concerns will be treated in confidence, and every effort will be made not to reveal the whistleblower's identity if she or he prefers to. At the appropriate time, however, the whistleblower may be asked to make a legal deposition or come forward as a witness. She or he will always have the right to decline.

You may even report a concern anonymously, but this can make it difficult for us to investigate further. This policy encourages you to put your name to your concern whenever possible.

5.3 Safeguards and Victimization

Afghanaid recognises that the decision to report a concern can be a difficult one to make. If you believe that what you are saying is true, even if you still think it warrants further investigation, you should have nothing to fear because you will be doing your duty to your employer.

Afghanaid will not tolerate any harassment or victimisation (including informal pressure) and will take appropriate action to protect you when you raise a concern in favour of Afghanaid's transparency.

5.4 Raising a Concern

Some evidence should support any concern raised so that, based on this evidence, Afghanaid can take reasonable action. Typically, it is much easier to investigate your concern if you are able to say what happened, where it happened, who was involved, why it happened, and whether there were any other witnesses. However, if you cannot completely answer these questions, so long as you believe your concern to be substantially true, you should still report it.

Afghanaid does not want this policy to be misused, to throw suspicion on someone, for personal gain or for concerns to be based on subjective data; such misuse may cause damage to the organisation and our beneficiaries; therefore, such misuse will be firmly dealt with under the Afghanaid Code of Conduct and appropriate policies.

- You must not act maliciously or make false allegations.
- You must not seek any personal gain.

When reporting a case, the whistleblower should normally raise concerns with their immediate supervisor/manager or superior as a first step. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe management is concerned, you should approach a more senior management level at the Kabul Office.

Everyone can either report their concerns in person, by Teams, phone or in writing, to management or the Board of Trustees, in Pashtu, Dari or English, in full confidence, to one or more of the following people:

Mujtaba Nooristani – Deputy Director HR
e-mail: mnooristani@afghanaid.org
Cell: +93 799 33 63 61
WhatsApp: 0799 336 361
Skype: mnooristani2

Charles Davy – Managing Director
e-mail: crdavy@afghanaid.org.uk
Cell: +93 729 190 949
WhatsApp: +93 729 190 949
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Shirazudine Siddiqi – Board of Trustees - Member
e-mail: shirazsiddiqi@hotmail.com
Cell: (in UK) +44 7711 911545
WhatsApp: +44 7711 911545
Skype: shiraz.siddiqi

Mary Mountain – Board of Trustees – Treasurer
e-mail: mcmoun@googlemail.com
Cell: +44 7798 615320
WhatsApp: +44 7798 615320
Skype: mary.mountain22

5.5 Follow-up of Reported Cases

It will be determined by the Managing Director and the two members of the Board of Trustees mentioned above to determine if a case reported under this policy should be further investigated and, if so, the actions that will be taken.

The investigation and reporting timespan depends on the case scope and will be determined by the Managing Director or the Board member (mentioned above).

6. Approving Authority

This policy is agreed to and endorsed by the Directors and approved by the Managing Director on 14 May 2023.

Charles Davy
Managing Director

Date

Acknowledgement

I have received Afghanaid's Whistleblower policy, which I have read and understood.

Name:

Staff ID Cod:

Position:

Signature:.....