

Whistleblower Protection Policy

The Executive Directors, volunteers, and staff of the Ghana Federation of Disability Organizations are required to uphold high standards of personal integrity in the performance of their duties and obligations. It is our responsibility as GFD staff to do our jobs honestly, morally, and in accordance with GFD Laws and all applicable laws and regulations.

Reporting Responsibility

In order for GFD to address and redeem inappropriate behavior and activities, this Whistleblower Policy is intended to encourage and enable staff and others to report serious concerns internally. All board members, other officers, staff members, and volunteers have a duty to report any suspicions of violation of the GFD code of ethics or actual or potential infractions of the laws or rules governing GFD's operations.

No Retaliation

Retaliation against any board member, officer, employee, or volunteer who in good faith reports an ethics violation or a suspected legal violation, for example, a claim of discrimination, suspicion of fraud, or suspicion of a violation of any rule governing the operation of GFD, is incompatible with GFD's values. Retaliatory actions by any staff against someone who has reported a breach in good faith may result in disciplinary action, up to and including termination of contract .

Reporting Procedure

GFD advises staff to bring any recommendations, or grievances to the attention of their immediate supervisor. Supervisors will write to the Management of GFD with complaints or concerns about alleged ethical and legal infractions; the management of GFD will look into complaints lodged by the staff for further investigation and necessary actions.

The GFD's designated Officer (member of the management team) will be responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Secretary to the Board of Directors of all complaints and their resolution.

Accounting and Auditing Matters

The GFD's Compliance Officer must notify the Finance Committee right away of any concerns or complaint regarding accounting practices, internal controls or auditing with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable basis for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The GFD's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if justified by the investigation.

Compliance Officer may be GFD management member, or a third party designated by the organization to receive, investigate and respond to complaints.

Anti-Corruption, and Fraud Policy

To whom does this policy apply?

This policy is applicable to all Ghana Federation of Disability Organizations officers, managers, and owners of GFD, including temporary or contract workers. Staff members must take care to avoid getting engaged in any manner with the payment of bribes. The basic standards (as defined by Ghanaian law or any other applicable laws) to which all Ghana Federation of Disability Organizations Staff are required to conform at all times are outlined in this policy.

Definitions

Giving or receiving something from someone (often money, a present, loan, reward, favour, commission, or amusement) as an unethical incentive or reward for getting a job, business, or any other benefit is known as bribery. Therefore, bribes may consist of, but not be limited to:

- gifts or inappropriate entertainment, hospitality, travel and accommodation expenses;
- payments, whether by staff or partners such as recruiters, labour service providers or consultants; and
- other 'favours' provided to supervisors, such as making unwanted advances, payments or promises.

Federation Commitment

All Staff of GFD must adhere to the Federation provisions bribery and corruption. No staff or manager will be allowed to take part or become involved in any form of bribery, corrupt behaviour, or fraud, including the following:

- Offer, pay, or give anything of value to any person through which one will unethically gain something in return which is not provided for in terms of their staff contract.
- Mislead or intentionally lie to any person to gain an advantage above and beyond their employment agreement.

- Fraudulent practices against the Federation ethos or legislation.

Ghana Federation of Disability organisation is committed to remove and combat any inappropriate behaviour immediately and will not tolerate such behaviour from staff, managers, or Board members, or partners in any way or form. This policy hereby binds the Federation to its commitment to regularly discuss and mitigate factors related to any form of bribery, corruption, or fraudulent behaviour.

Name: _____

Signed: _____

Date: _____

