



# E.A.R. DIOCESE KIGEME

## BP 67 Nyamagabe

<b>Title:</b>	<b>Whistleblowing Policy</b>
<b>Policy statement:</b>	<p>EAR Kigeme Diocese is committed to maintaining the highest standards of openness, integrity, and accountability in keeping our values.</p> <p>An essential part of accountability and transparency is a mechanism to enable staff and other people associated with EAR Kigeme Diocese to voice concerns responsibly and effectively.</p> <p>When someone discovers information that they believe shows serious malpractice, unacceptable practices, or wrongdoing within the organisation, this information should be disclosed without fear of reprisal. Arrangements should enable this to be done independently of line management. The process for doing this is found in the whistleblowing procedure and the wrongdoing that is disclosed must be in the public interest.</p>
<b>Procedures:</b>	<p>It is forbidden to harm someone who provide the information concerning something that can damage the image of institution. The Diocese must protect someone who communicate the fraud, criminal, illegal activities, human trafficking, and corruption and abuse cases.</p> <p>(Administrative procedure manual)</p>
<b>Definitions:</b>	<p>The concern raised should relate to specific malpractice or wrongdoing by a staff member, consultant, contractor, or volunteer, where EAR, Kigeme Diocese has direct control over the possible solution. The list below shows the types of malpractice or wrongdoing that should be reported; however, this is not an exhaustive list:</p> <ul style="list-style-type: none"> <li>- a person has, will, or is likely to commit <b>fraud/theft or bribery</b></li> <li>- a person has, will, or is likely to <b>abuse or exploit</b> another person - child/ adult at risk/ project participant, e.g. sexual or physical abuse</li> <li>- a person has, will, or is likely to engage in or facilitate the <b>human trafficking</b> of another person</li> <li>- a person has, will, or is likely to participate in <b>criminal or illegal activity</b></li> <li>- the organisation or a person within the organisation has, will or is likely to engage in <b>unacceptable fundraising practices</b></li> <li>- a person has, will or is likely to <b>endanger the health and safety</b> of another person or the environment.</li> <li>- a person has, will or is likely to <b>corrupt/abuse an organisational practice/procedure</b>, e.g. The Logistics team may not correctly follow a practice or procedure</li> <li>- a person has, will or is likely to do <b>something illegal</b>, e.g. breach of contract, negligence, damage/misuse company property.</li> <li>- a person has, will or is likely to <b>behave in a way that is not in line</b> with the Code of Conduct.</li> </ul>

<b>Related Policies &amp; Procedures:</b>	<ul style="list-style-type: none"> <li>- Code of conduct</li> <li>- Grievance procedure</li> <li>- Conflict of interest policy</li> <li>- Safeguarding Policy</li> <li>- Fraud and bribery policy</li> </ul>
<b>Why is the policy needed:</b>	The policy is needed to protect the crucial information deliverers and to encourage the others to be able for sustain the credibility of the institution and the safety of others.
<b>Who must follow this policy:</b>	All staff, board, consultants and volunteers must follow this policy.
<b>Person responsible:</b>	Bishop Musabyimana Assiel
<b>Version:</b>	final version
<b>Approved by:</b>	The Bishop and Legal Representative
<b>Approval date:</b>	20 <sup>th</sup> October, 2024
<b>Next formal review:</b>	19 <sup>th</sup> October, 2027