



WHISTLE BLOWING POLICY

<p>Prepared by:</p> <p>Fajer Rabia <i>Executive Director</i></p>	<p>Reviewed by:</p> <p><i>Senior Management Committee</i></p>
<p>Approved by:</p> <p>Board of Trustees</p>	
<p>Responsibility:</p>	<ol style="list-style-type: none"> 1. <i>Board of Trustees</i> 2. <i>HR & Operations Coordinator</i> 3. <i>All Team Leads</i>
<p>Applicable to:</p>	<p><i>All Employees of the Company</i></p>
<p>Effective from:</p>	<p>July 1, 2020</p>
<p>Revision Date:</p>	<p>June 30, 2020</p>

Introduction

PAGE is committed to the highest possible standards of ethical and legal conduct. Consistent with this commitment, PAGE provides an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

Procedure

It is the responsibility of every employee to report concerns relating to suspected misconduct,

dishonesty or fraud. If any person knows of or has a suspicion about misconduct, dishonesty or fraud, he/she should inform his/her Department. If the alleged wrongdoing concerns the Department, or the Executive Director fails to take appropriate action, then the Board of Trustees of the PAGE should be notified instead.

If the Director or other officer of the organization receives information about misconduct, dishonesty or fraud, they shall also inform the Board of Trustees. If the alleged wrongdoing concerns the President, the Chair of PAGE's Board should be informed.

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with PAGE policy
- Theft or other misappropriation of PAGE's assets
- Misstatements or other irregularities in PAGE's records
- Incorrect financial reporting
- Misuse of PAGE's resources
- Illegal activities
- Violations of PAGE's Harassment Policy
- Forgery or alteration of documents
- Behavior that would damage PAGE's reputation or image as a humanitarian organization
- Insubordination or violation of PAGE discipline
- Any other form of misconduct or fraud specified in HR Policy

Whistleblowers are "reporting parties," not investigators. They are not to act on their own in conducting any investigative activities, nor do they have a right to participate in any investigative activities other than as requested by investigators.